



Community Fundraiser Agreement

This agreement is designed to help individuals, businesses, and organizations host successful fundraising drives and events to benefit Domestic Violence Services of Southwestern Pennsylvania (DVSSP) while remaining in compliance with state and federal laws regarding fundraising activities.

It is important to follow the guidelines set forth in this agreement to protect the donors to your fundraiser, you and/or the organization hosting the fundraiser, and DVSSP from unintended penalties. DVSSP reserves the right to refuse any donations that are collected outside of the guidelines set forth in this agreement.

Guidelines:

1) Community Fundraiser Proposal

Before hosting a fundraiser for DVSSP, you must submit a Community Fundraiser Proposal and await approval. Please submit your proposal at least four weeks prior to your fundraiser's proposed start date. Approval may take as many as 3-5 business days. A submission of a proposal does not constitute approval. Fundraising activities may not begin until written approval is received from DVSSP.

Community fundraisers must not disclose confidential information about survivors, current or former clients, shelter locations, or other protected information.

DVSSP reserves the right to decline fundraising activities that conflict with the organization's mission, values, or commitment to providing safe and respectful environments.

Marketing Approval

If you plan to market your community fundraiser, all promotional materials must be submitted to DVSSP for review and approval prior to publication. Materials can be emailed to edutrain@peacefromdv.org. Marketing approval may take as many as 5 business days.

2) DVSSP Name and Logo Use

Use of the DVSSP name and logo is strictly prohibited until your Community Fundraiser Proposal has been approved. DVSSP will provide access to logos as needed. Logos may not be altered, stretched, recolored, or modified without permission.

To avoid confusion about who is hosting the event, the DVSSP name should not be used in the title of your event, as in “Domestic Violence Services of Southwestern Pennsylvania Fundraiser Concert.” You may instead add “to benefit Domestic Violence Services of Southwestern Pennsylvania” at the end of your event title, as in “Fundraiser Concert to benefit Domestic Violence Services of Southwestern Pennsylvania.”

3) DVSSP Involvement

Due to the number of community fundraiser proposals we receive, DVSSP can only provide limited, if any, support to the community members planning them. DVSSP will:

- a. Provide acknowledgment to your donors when able;
- b. Send a representative to your fundraising event (if requested in the Community Fundraiser Proposal and if schedules allow); and
- c. Provide you with our logo for marketing purposes.

4) Legal Compliance

As an agent fundraising on DVSSP’s behalf, you must comply with all applicable laws including Pennsylvania’s Solicitation of Funds for Charitable Purposes Act, which requires that any written confirmation, receipt, or reminder of a contribution made pursuant to an oral solicitation and any written solicitation shall conspicuously state: “Domestic Violence Services of Southwestern Pennsylvania is a non-profit 501(c)(3) charitable organization. A copy of the official registration and financial information for Domestic Violence Services of Southwestern Pennsylvania may be obtained by calling toll free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.”

All parties hosting community fundraisers to benefit DVSSP MUST incorporate this language in all solicitation letters, receipts, posters, event tickets, brochures, and all other similar items.

5) Other Requirements

You are responsible for reporting and other requirements including licensing, tax payment, and liability insurance covering DVSSP. You may need to apply for a Small Games of Chance License for some raffles or 50/50 drawings (learn more at the Pennsylvania Department of Revenue website).

6) Financial Obligations and Contracting

No contracts of any kind are to be signed by the person(s) or organization planning the community fundraiser on behalf of DVSSP. Your financial obligations include:

- a. Maintaining financial controls and records related to all fundraising activities.
- b. Ensuring that all donations made by check are made payable to “Domestic Violence Services of Southwestern Pennsylvania.” Checks should not be deposited in a personal account as it could jeopardize the tax deductibility of the donations and result in tax penalties for the event planners.
- c. Turning over all donations to DVSSP within two weeks of the end of the fundraiser and including:
 - i. A total valuation of all funds/items raised.

7) Liability

The person(s) or organization responsible for planning your community fundraiser agree to release Domestic Violence Services of Southwestern Pennsylvania to the fullest extent permissible under the law from all claims and demands of any kind associated with the event, and indemnify DVSSP for all liability or costs that may arise in respect to any damage, loss or injury to any person in any way associated with the event.