



# COMMUNITY FOUNDATION FOR THE ALLEGHENIES

## **Donor Initiated Event Fundraising Guidelines** **Quick Reference Checklist to Comply with Option #1** *(Donor-Initiated Fundraising Policy and Guidelines dated August 2017)*

Complete and submit the CFA Fundraising Event Summary Form (available online or hard copy).

Ensure event materials include the PA Dept. of State solicitation language as follows:

***“CFA is a 501(c)(3) nonprofit organization and contributions are tax deductible to the fullest extent permitted by law. CFA registration and financial information are available from PA Dept. of State by calling 1-800-732-0999. Registration does not imply endorsement.”***

Submit a copy of your event flyer or invitation to CFA. These are helpful when receipts are generated to determine tax deductible value of gifts received through event participation.

Verify with event venue the need for liability insurance coverage.

Pursue proper licensures related to small games of chance (<http://www.psp.pa.gov/lce/pages/small-games-of-chance.aspx>).

Work in cooperation with CFA if event involves serving/sale of alcohol in order to secure appropriate insurance liability coverage and liquor license application (<http://www.lcb.pa.gov>).

Pursue proper compliance with city ordinances and secure appropriate city permits for events held in public venues.

Responsible for complying with state government food handling requirements if event involves preparing/selling food.

If event registration fee is \$75 or greater, the tax-deductible portion of the registration must be disclosed on event flyer or invitation.

Use CFA gift acknowledgment tracking and gift in-kind format structure to submit event proceeds to ensure participants receive appropriate gift acknowledgment to use for tax reporting purposes.