

Thank you for your interest in planning a fundraising event for Infants Remembered In Silence, Inc. (IRIS).

IRIS receives frequent inquiries from IRIS parents, family, friends, individuals, professionals, businesses, and organizations that would like to host fundraising events for us. Because we receive so many inquiries, we have developed some protocols to [help you](#) and assist us in learning about what your plans are. If you are interested in planning a fundraising event for IRIS you must submit a completed “Event Proposal Form” at least 3 months (or more) before the event. Each Event Proposal will be carefully evaluated for adequate planning and appropriateness with our organization’s goals and objectives.

We are aware that the following information may seem overwhelming; don’t let that stop you, we are happy to help you through the process.

IRIS Fundraising Event Policies and Procedures

Below you will find helpful information that will hopefully eliminate any misunderstanding, miscommunications, and disappointments. We hope that this information will lead to a well planned and well attended event.

Types of Fundraisers:

Fundraising events can be anything from but not limited to, tournaments, walks, rides, garage sales, casual Fridays, and virtual and/or social events. All fundraisers for IRIS must be “Family Friendly” in nature. Children do not have to be invited, but the event must be “Family Friendly” by design. We are open to your fundraising ideas and would like the opportunity to discuss them with you.

Naming Your Event:

You are welcome to name your fundraising event what ever you would like as long as it is “Family Friendly” in nature. You must state in your publicity that proceeds will be donated to IRIS. ie: 4th Annual Johnny Smith Memorial Golf Cart Race, proceeds to benefit Infants Remembered In Silence, Inc. (IRIS)

Event Date:

IRIS respectfully requests that your fundraiser not be held on the same day as another event or fundraiser. Your prompt attention to submitting the Proposal Form will eliminate any potential problems. Because of ongoing IRIS events and fundraisers the following dates are not available to your event.

The 2nd Weekend in February of each year – IRIS Charity Weekend

The 1st Sunday in October of each year – IRIS Family Potluck and Balloon Release

The 1st Sunday in December of each year – IRIS Holiday Service of Remembrance

Money / Financial Issues:

- It is your responsibility to open the appropriate checking and/or savings accounts exclusively for the purpose of conducting the fundraiser(s). Using your personal checking/savings accounts leads to credibility issues and will affect your personal taxes.
- IRIS does not advance money or startup fees.
- IRIS does not pay any event bills or expenses.
- IRIS does not process any credit cards, PayPal transactions, or checks other than the one donation check.
- IRIS is not responsible for event insurance.
- IRIS is not responsible for any sales taxes.
- By law, the IRIS Tax Exempt status can not be used by others.
- By law, IRIS can not generate tax receipts or donor acknowledgements as the funds raised are going to your event and then a donation is being made to IRIS.
- IRIS does not provide donor lists, IRIS parent lists, and/or membership lists.
- IRIS does not solicit sponsors or sponsorships.
- IRIS does not solicit in-kind donations.
- If this is an event that you will be running to benefit IRIS on a yearly basis, it is acceptable to keep a “one year” startup fee in your checking/savings account. The amount kept should be a part of your Event Proposal, and you will be responsible for all tax reporting.

- You are required to provide IRIS with a simple Income and Expense report within 30 days of the event.
- Within 30 days of the event, please send a check made payable to Infants Remembered In Silence, Inc. to:
 Infants Remembered In Silence, Inc. (IRIS)
 101 Third Street NW
 Faribault, MN 55021

Or to make an electronic transfer please contact the IRIS office by calling (507) 334-4748 or e-mailing iris@qwestoffice.net

Splitting Funds Raised With IRIS and Other Organization(s):

- Please state your intentions clearly on your Event Proposal.
- If you are planning on splitting funds raised between IRIS and other organization(s) you must list how the funds will be divided by percent. ie: 50 – 50 split. 50% to IRIS 25% to organization A and 25% to organization B. Unless specifically listed as such, it will be assumed that IRIS will receive 100% of the proceeds from the event.
- Other organization(s) receiving funds must be federally recognized non-profits.
- You must provide IRIS with:
 Name(s) of the other organization(s)
 Organization Legal Address
 Organization Phone number
 Organization 501(c)3 Number
 Copy of standing within their state (Yearly state registration)
 Contact person with e-mail address
- You must obtain permission from the other organization(s) to split funds raised.
- If any contributions are made directly to IRIS, these contributions can be added to your event totals, but will not be used for event expenses or included in dollars being donated when split with other organizations.
- You must follow the IRIS Event Policies and Procedures as well as those of the other organization(s).
- All press releases, posters, brochures, etc. must state “proceeds benefit Infants Remembered In Silence, Inc. (IRIS) and a listing of the other organization(s).

Staffing/Volunteers:

- IRIS does not provide volunteers or staff for planning, preparing, and/or the day of the event.

IRIS Name & Logo’s:

- The name Infants Remembered In Silence, Inc. (IRIS) is copyrighted and requires authorization for use.
- The IRIS logo is also copyrighted and requires authorization for use.

Laws:

- Fundraising events must comply with all city, county, state and federal laws.
- If permits are required by the city, county, state, or federal government, you must obtain them and provide a copy with your proposal.
- For tax purposes, you are required by law to track donations, etc. Contact your accountant for requirements and assistance. Consider keeping track of each donation, in-kind gift, etc. and who it came from, including the name, address, city, zip, and phone number of the donor. This information will be helpful in future years.
- You/your event assume all liabilities in any way related to the event.

Event Approval Information:

- All fundraising events for IRIS require written permission three (3) months in advance. Do Not promote/publicize the event in any manner until you receive written approval.
- IRIS must review all promotional materials before release/use. This includes press releases, posters, brochures, etc.

- All press releases, posters, brochures, etc. must state “proceeds benefit Infants Remembered In Silence, Inc. (IRIS).
- IRIS must be notified of fundraiser changes.
- All donors, sponsors, and those making in-kind donations must be notified of the amount raised for IRIS. This is frequently done in a thank you note that you are required to provide to each donor, sponsor, etc.
- If possible IRIS publicizes the event in our newsletter and/or on our website.
- IRIS retains the right to request that you remove our name from all information, publications, and has the right to refuse funds raised.

How IRIS Can Help:

- Offer event planning experience and suggestions
- If requested, IRIS will provide you with a letter stating that you are raising funds for this 501(c)3 non-profit organization.
- If requested, IRIS will provide you with printed materials about IRIS programming.
- IRIS will publicize/acknowledge your event if possible in newsletters and/or on our website.
- IRIS will recognize contributions made direct to us. These contributions can be added to your event totals, but will not be used for event expenses or included in dollars being donated when split with other organizations.
- Please allow two (2) weeks for IRIS to review and respond to your Event Proposal

**Once again, thank you for your interest in planning an event to benefit
Infants Remembered In Silence, Inc.**

IRIS Event Proposal Form

Today's Date: _____

Event Chairperson(s): _____

Phone Number: _____ Cell Phone: _____

Address: _____ City/St/Zip: _____

E-mail Address: _____

Organization/Business: _____

Contact Person & Title: _____

Phone Number: _____ Cell Phone: _____

Address: _____ City/St/Zip: _____

E-mail Address: _____

Name of Event: _____

Event Date: _____ Times: _____

Event Location: _____

Cost to Participate: _____ Who can Participate? _____

Program(s) to Benefit: _____

% to be donated to IRIS: _____

% if any to be held in reserve: _____

Required Additional Documentation:

- Event Description
- Proposed budget: including all sponsors, in-kind donations, and expenses (advertising, food/beverage, location, printing, etc.)

By signing, I agree that I have read and will follow the policies and procedures above.

Signature **Date**

Please keep one (1) copy of these policies and procedures for your reference and return the original signed copy with your completed Event Proposal Form to: IRIS, 101 NW Third Street, Faribault, MN 55021

Date Received: _____		Budget: _____		Expenses: _____	
Plans: _____		Other: _____			
Approved	Decline	More info required: _____			
_____ Signature	_____ Date	_____ Signature	_____ Date		