



Fundraising Policy & Procedures

As an accredited U.S. Program of Special Olympics International (SOI), Special Olympics Arizona (SOAZ) has been granted the sole legal authority to raise funds, receive funds and use the name and logo of Special Olympics. SOAZ has the authority to grant, for a specific period of time, and for a specific event, the privilege of raising funds, receiving funds and/or using the name and logo of Special Olympics to accredited Local Programs (Local Program Renewal Application). An application for authorization must be applied for to hold a fundraiser using the *Fundraising Application for Approval Form* (Included in this document). The form must be received by the Area Director at least 60 days prior to the proposed event. Unauthorized activity is in direct violation of the rules and policies of Special Olympics and Special Olympics Arizona. Furthermore, unauthorized activity is unlawful and may undermine Special Olympics' credibility with the United States Olympic Committee, the National Charities Information Bureau and tax exempt status with the Internal Revenue Service under the 501(c)(3).

Guidelines

All fundraising applications must be sent to the Area Director for approval. Once signed, the Area Director will then forward the request to the Area Services Director and Chief Financial Officer, for final approval.

Local Programs will receive a copy of the response within 10 business days of submittal of the application.

1. A local program interested in hosting a fundraiser must be an accredited local program (must fill out the Local Program Renewal Application for the year).
2. All proceeds must be collected and deposited through the Support Services Finance Manager.
3. All Expenditures must be invoiced to and paid by SOAZ. Expenses should never be paid by cash.
4. Expenses should not exceed 30% of total revenues for established events. Local Program must track and record all in-kind donations that are received for the event and report them to the Support Services Finance Manager.
5. Individuals interested in organizing a fundraising event for a local program must be Class A Certified Special Olympics Arizona Volunteer with no financial restrictions.
6. Local program representatives are not authorized to sign a contractual agreement. Any fundraising contract must be submitted with the *Fundraising Application for Approval Form* in order to get approval by Special Olympics Arizona's insurance provider.

***Please Note:** The 3rd Party Event Proposal Form should only be completed if an outside organization/individual agrees to do a fundraiser and name Special Olympics Arizona as the beneficiary.

Enclosed Documents:

- Fundraising Application for Approval
- Purchase Order (PO)
- 3rd Party Event Proposal Form*

Date Received: _____

Fund-Raiser Application for Approval

Area Name: _____ Person Submitting Form: _____

Phone Number: _____ Email: _____

Name and Place of fundraiser: _____

Starting Date: _____ Ending Date: _____

Complete description of fundraiser: _____

(enclose appropriate material, price for tickets, registration forms, etc.)

Will there be a sponsor? Yes _____ No _____ If Yes, who? _____

How do you plan to publicize fundraiser?: _____

Target amount to be raised: _____ Estimated Expenses: _____

Will the Special Olympics name and/or logo be used? Yes _____ No _____

(if so, attach appropriate supporting material **prior** to final printing for SOAZ approval)

Is this an annual fundraiser? Yes _____ No _____

If yes, what was raised last year? \$ _____

Have you developed a budget for this event? Yes ___ (if yes, please attach) No ___

Promotional Materials Requested: (Check all that apply)

___ Banner ___ Brochures ___ Merchandise (When Available)

Do you want your event listed on the SOAZ website? Yes _____ No _____

Do you want SOAZ to send out a press release on the event? Yes _____ No _____

For Office Use Only:

Area Director/Supervisor: Approved: _____ Denied: _____

Support Services Office: Approved: _____ Denied: _____

Reason why project cannot be approved at this time: _____

Area Director/Supervisor Signature Date

Support Services Office Signature Date

Form must be submitted to the Area Office/Supervisor at least two months prior to the event.

A response with approval or denial will be given within 10 business days.

This form and completed PO is NOT approval of the fundraiser.