

*fundraising policy checklist*

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<b>Before Fundraising Event:</b>	<b>Yes</b>	<b>No</b>
Attach a statement defining each program, event or other effort to raise money	_____	_____
Have these programs/events been approved by the Foundation?	_____	_____
Has a budget been submitted to the Foundation?	_____	_____
Have the applicable licenses, taxes, and liability insurance been secured/paid?	_____	_____
<b>Promotional Materials:</b>		
All uses of the Foundation's name in advertising and promotion were approved in advance.	_____	_____
Proof copies were provided to the Foundation for approval before printing.	_____	_____
All fundraising materials make clear that funds are being raised on behalf of rather than by the Foundation.	_____	_____
The Foundation has been provided a copy of all fundraising/promotional material, and any material using the Foundation's name.	_____	_____
Copies of solicitation letters were provided to the Foundation before distribution.	_____	_____
<b>Expenses:</b>		
Has it been determined how expenses will be paid?	_____	_____
Have copies of all invoices been provided to the Foundation?	_____	_____
<b>Contributions:</b>		
Are all checks made payable to either the Foundation or the Fund?	_____	_____
Were all proceeds delivered to the Foundation within one week after the fundraising event?	_____	_____
Were receipts deposited intact? (Expenses should not be deducted first.)	_____	_____
Were donations of \$250 or more acknowledged by the Foundation?	_____	_____

Has the following donor information been furnished to the Foundation:

Donor's complete name and address. \_\_\_\_\_

Date and amount of contribution. \_\_\_\_\_

Whether contribution was in cash or property. \_\_\_\_\_

If property, a description of the type of property and a good faith estimate of fair market value. \_\_\_\_\_

A detailed description of any goods and services provided in exchange for the contribution. \_\_\_\_\_

Were any goods or services provided to donors with a contribution of \$75 or more?  
If yes, were the quid pro quo disclosures made at the time of solicitation? \_\_\_\_\_

Do raffle tickets clearly state that they are not tax deductible? \_\_\_\_\_

Was the following information provided to all potential donors:

Name and state of Foundation. \_\_\_\_\_

Description of the purpose for solicitation. \_\_\_\_\_

The \_\_\_\_\_ Fund is a component fund of the Yolo Community Foundation. The \_\_\_\_\_ Fund of the Yolo Community Foundation is raising dollars today for the purpose of \_\_\_\_\_.

Inquiries can be addressed to the President with the Foundation's address. \_\_\_\_\_

The amount of the contribution deductible as a charitable contribution by federal law. \_\_\_\_\_

Written financial statements can be obtained from the Foundation. \_\_\_\_\_