



## **Fundraising Policies and Procedures for Component Funds of The Dayton Foundation**

Component funds of The Dayton Foundation are not independent entities and must obtain approval to use the Foundation's 501(c)(3) status for all fundraising activities. It is important to understand that all fundraising activities conducted by a component fund are done on behalf of the Foundation.

### **Fundraising Authorization**

Fundraising activities undertaken to increase assets in a component fund of The Dayton Foundation must be authorized by the Donor Relations Officer and follow the Foundation's policies and procedures. The Foundation will work with you to insure that the appropriate receipts and oversight are conducted in accordance with all regulatory requirements.

### **Fundraising Activities**

There are a variety of activities that can be conducted to increase the assets in a component fund. Solicitations may include mailings, emails or verbal requests to potential donors or fundraising activities, such as restaurant takeovers or rewards programs. All contributions are to be deposited into the component fund according to the standard contribution receipt process.

Contributions received via fund-related events are additionally subject to the Foundation's event policies and guidelines. Fund-related events include:

1. Any occasion for which an entrance fee or registration fee is charged.
2. Any occasion where goods or services are sold to directly benefit a fund.
3. Any gathering in the name of a fund that results in monetary contributions to the fund.
4. Pledge campaigns.

For these situations, an *Application to Hold a Fund-Related Event* must be completed, and the fund-related event is subject to the Foundation's *Guidelines for Fund-Related Events*. An application can be obtained by contacting the Foundation's Donor Relations Officer.

### **Media Promotion**

All publicity related to the fundraiser must be approved by the Foundation's Marketing and Public Relations Department prior to distribution. Reference to the component fund should state: "*The [fund name] is a component fund of The Dayton Foundation.*"

### **Funding from Other Sources**

Component funds may wish to apply for grants/funding from other foundations or agencies. Applying for funding requires the use of the Foundation's 501(c)(3) status and can only be accomplished in cooperation with the Foundation. It is against the Foundation's policy to serve as the fiscal agent for state or federal funds. If you would like to pursue alternative funding sources, you must contact the Foundation, and approval will be determined by the Vice President of Development and Donor Services on a case-by-case basis.

## **Contact the Foundation**

If you are considering fundraising activities of any kind, please contact the Donor Relations Officer to obtain the required authorizations.

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