



Dining for Women

Chapter Fundraising Toolkit

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Dining for Women Chapter Fundraising Policy

Thank you again for your interest in fundraising to support Dining for Women operations. We couldn't continue to operate without support from our members and chapters to help us cover the costs that are needed to keep the organization running and are essential in ensuring our programs are funded.

The key to DFW's success, including raising funds for our programs, lies in the individual chapters, with their wealth of dedication, hard work, generosity, experience, skills, creative ideas, and enthusiasm. In addition to the monthly chapter contributions to individual programs, DFW's Board of Directors and staff encourage chapters to be actively engaged in special fundraising activities, drawing on these important resources. Individual chapters (or groups of nearby chapters) have spearheaded some remarkably successful fundraising activities. These chapter-led fundraising activities are important to the continuing success of DFW; they make a vital contribution to the ongoing financial viability of DFW. We include in this toolkit some ideas that might be helpful to chapters choosing to carry out fundraising activities for DFW, along with guidelines to help avoid common pitfalls.

We encourage chapters to use their wealth of ideas, creativity, enthusiasm, special skills and experience to develop and implement fundraising activities for DFW beyond the monthly giving. Staff and chapters and individuals that have successfully carried out fundraising activities are available to assist with ideas, planning, questions chapters might have, guidelines that need to be followed, and how to make an event successful.

Before you get started, there are a few rules that we ask you to follow when fundraising for Dining for Women:

1. All fundraising activities must be preapproved by your Regional Leader(s) and Dining for Women headquarters.
2. All proceeds from fundraising activities must be sent to DFW Headquarters within 30 days of the activity/event.
3. You can subtract materials and facility costs of implementing an event/activity from the proceeds, although we encourage you to solicit in-kind donations in order to keep the costs as low as possible.
4. Please comply with DFW Branding requirements as found in the Chapter Fundraising Toolkit.
5. Please comply with DFW's Contract Agreement Policy as found in the Chapter Fundraising Toolkit.
6. DFW chapters cannot open bank accounts.
7. The following events and activities are not acceptable:
 - a.) Any event or activity that could potentially exclude, discriminate against or alienate DFW members based on religion, race, sexual orientation or gender.

- b.) Any event or activity with a focus on raising money for organizations or causes that DFW has not previously funded and therefore vetted. For example, allowing a local charity to hold a fundraiser at a DFW meeting.
- c.) The sale of products by companies or organizations unless approved by DFW Headquarters. For example, a chapter member selling Mary Kay cosmetics at a DFW meeting would not be acceptable

If you have any questions regarding this policy, please contact your Regional Leader.

Fundraising Toolkit Overview and FAQs

The Fundraising Toolkit provides you with the information, forms and templates you will need to organize a successful fundraising event. Please contact your Regional Leader when planning any fundraising events. She will be able to tell you if there are any other DFW events planned in your area and help you think through your idea based on her experience.

There are a few questions that we are commonly asked by members planning DFW fundraising events/activities:

Q: How will the funds we raise be used by DFW?

A: DFW prefers that chapter fundraisers are dedicated to supporting our operations, as opposed to raising money for our monthly programs. This is DFW's preference because in order to bring you quality education materials, process your monthly donations, find new programs and all the other costs associated with DFW's operations, we need to provide additional funding outside of our monthly program donations.

Q: Can we raise money for the monthly program or a sustained program?

A: DFW's priority is to provide grants to organizations that improve the lives of women and girls living in extreme poverty. We currently raise enough funding through monthly chapter meetings to meet the grant requests of the organizations we support. Therefore we prefer that your fundraising efforts go to support our operations, including our 13th Month Campaign. However, if you feel strongly about supporting one of DFW's monthly programs through a fundraiser outside of your monthly chapter meeting, we will be happy to add the proceeds of your event to the total raised for the program. If the total amount raised for the specific program is above the amount of the grant approved for that program, additional funding will be placed into DFW's Grant Reserve Fund.

Q: Can we give receipts to people who donate at our fundraiser?

A: In general, DFW does not give receipts for people who donate at chapter fundraisers. This limitation is due to federal regulations regarding donations in exchange for goods and services. If you are in doubt about what qualifies for a tax receipt, please speak to your Regional Leader.

Q: Can we accept cash at our event?

A: Please do not mail cash to DFW. You can accept cash but you will need to consolidate it into a check before sending it to DFW.

Q: Can I sign a contract with a vendor, an event space or another entity?

A: No. DFW's policy requires that all contracts in the name of DFW be signed by DFW's Executive Director. (See Contract Agreement Policy contained in this toolkit.) Please contact your Regional Leader if you are asked to sign a contract.

Getting Started: 11 Easy Steps for a Dining for Women Fundraiser

1. Review the Chapter Fundraising Toolkit including DFW's Chapter Fundraising Policy.
2. Survey your chapter. Find out if members have the interest or time to devote to planning a fundraiser. What interests them most? A garage sale? An event at a retail store?
3. Determine who will be the chairperson. You may want to consider someone other than the chapter leader – they already have a lot on their plate. Buy-in from other members will help in the success of the project.
4. Find out who has local contacts that may help you find a venue, celebrity, or in-kind donations for your fundraiser. You never know "who knows who" and where that can lead! Once you have your idea and approval from your Regional Leader (see #6), meet with your sponsors (if applicable) in person if possible. One-to-one contact is a great opportunity to tell the DFW story!
5. Make an outline of your event including a timeline, cost involved and anticipated revenue. It is helpful to outline how many members will be needed to run the fundraiser. If there is any cost to the fundraiser, how will it be funded?
6. Run your idea past your Regional Leader to see if it meets the guidelines established by DFW Headquarters and to get her input (based on her experience). Please use the Fundraiser Approval Form included in this toolkit. Your Regional Leader will provide the information about your event/activity to DFW Headquarters.
7. Determine how you will publicize your event. Will you contact your local newspaper or post on Facebook? Will you invite other area chapters? Regional newsletters are a way to get the word out to other chapters.
8. Appoint a treasurer who will be responsible for all funds. That person will be required to run a tally sheet of expenses and income to be submitted to headquarters.
9. Finalize all details with your sponsor and double check the details – refreshments, ticket sales, advertisements, etc.
10. Make sure you have a dedicated place to put a sign in sheet for people who would like to learn more about DFW. Please use the Attendee Form and send it to DFW Headquarters after the event.
11. After your event, refer to the After your Fundraiser section of this toolkit.

Good luck – enjoy the event! This is a great tool for soliciting new members. Have an information table with DFW info – you may be surprised at the new members you have encouraged to become part of the DFW family!

Choosing the Right Time for Your Fundraiser

Selecting the time of year to hold your fundraiser is critical to its success. To make an event successful, you will need lots of attendees or individuals making contributions. Everyone's time and money are at a premium so be thoughtful in your decision as to the time of year to host your fundraiser.

Things to think about when choosing when to do your fundraiser:

1. Conflicts:

You will want to explore fundraisers in your local community and avoid conflicts for both similar timing or for a similar event. Check with your Regional Director for any DFW fundraising activities or events that may be happening in your area. You will also want to be careful to not schedule an event at a time when people will be away on vacation, celebrating a holiday or at a big community event.

2. Target Audience:

Consider your target audience for the fundraiser. When is the best time to have this group attend and support your event as well as make a substantial financial commitment?

3. Dining for Women's 13th Month Campaign:

Consider holding a fundraiser to support DFW's 13th month campaign, which is held between September and December of every year. The 13th Month Campaign provides important resources to ensure the long-term health and sustainability of Dining for Women.

4. Chapter Member Availability:

Fundraising activities and events take time to organize and implement. Remember to check with your chapter members to make sure people are available and willing to help with the activity.

Fundraising Ideas

Part of the fun of doing a fundraiser for Dining for Women is being able to pool your chapter's creativity to come up with a fun and fruitful activity or event. Here are some ideas of fundraisers that chapters have done in the past. When possible, we provide the name and email address of the person(s) who has carried out the activity. Please feel free to reach out to them for advice and support.

***Note:** If you are planning a fundraiser in collaboration with a national brand, please bring this to the attention of your Regional Leader. DFW may already have or be in the process of establishing a national-level relationship with that company.

Examples

1. **Restaurants** –Approach your favorite neighborhood restaurant or try one of the chains that offer group fundraising. A partial list includes Applebee's, Chipotle, Johnny Rockets, Friendly's, Outback Steakhouse, Panera Bread, and Pizzeria Uno.
2. **Market** – A fundraiser at your local co-op or food market.
 - a. **Whole Foods:** Debbie Britt dfwdab@verizon.net and Mary Liz Jones dfwmlj@comcast.net
3. **Retail Shops**-This is similar to restaurant fundraisers. Some chains do this. You can also approach a local shop owner with an idea. The promise of additional customers often gets entrepreneurs on board. Host a chapter meeting or cocktail reception in the store. Invite the store employees and also have them offer demonstrations (if applicable).
 - a. **Coldwater Creek:** Mary Toneff marinkamt01@gmail.com and Beth Wagoner bethwagoner48@yahoo.com
 - b. **Eileen Fisher**
4. **House Concerts** – There is always local talent looking for a venue. Some might donate their talent completely; other starving artists may need to split up to 50% of the ticket price.
 - a. **Dessert and a song:** Cindy Ariel dfwcariel@gmail.com
5. **Holiday Gift Wrapping:** Many stores/malls have programs for holiday gift wrapping. Organizations sign up to wrap and the store offers free gift wrapping to their customers.
 - a. **Barnes and Noble** –Debbie Britt dfwdab@verizon.net and Mary Liz Jones dfwmlj@comcast.net

6. **Party!** - You can do anything from a fancy cocktail party to a casual beef-n-beer or a hot dog barbeque to raise money and awareness for DFW and the women and girls we support worldwide.
 - a. **Pre-Mother's Day Tea**
 - b. **Wine Tasting** – Susan Negrin susannegrin@comcast.net
7. **Add** baskets, a raffle, or a silent auction to any of the above for additional revenue
 - a. **Raffles** – you can raffle anything that you think people might want from a cookbook to an international trip! Ticket prices are based on the value of the raffle item. One chapter in Ithaca NY sold a quilt designed for DFW in a raffle in which \$10,000 was raised!
 - b. **Gift Basket Silent Auction** - Sally Bookman sally@sallybookman.com

***Note:** Raffles are not legal in all states. Please check with your state regulations before planning a raffle. Some information can be found here <http://www.nals.org/?p=1340>

8. **Offer a Class** - Such as a cooking class in someone's home or a dance class in a studio. A chapter member in Elkins Park who works at a fitness club is working with her employer to offer an introductory yoga class with the fee for that class going to DFW in honor of International Women's Day.
9. **Birthday fundraising:** Dining for Women began with Founder Marsha Wallace's birthday party! Betsy Teutsch of Philadelphia raised about \$3,200 from her friends for her 60th birthday by using a company that sets up websites for fundraising campaigns. Betsy Teutsch bpteutsch@comcast.net
10. **Art and/or Craft sale** – These are labor intensive but can bring in nice donations! There are different ways to do this. Polly Ferguson jpollyferguson@gmail.com of San Jose, CA raised \$2145.00 by making and selling arts and crafts. In Elkins Park, PA, Cindy Ariel sold tables at a Craft Show to local artisans and raised \$1215.00.
11. **Dinner** prepared by special gourmet chef in DFW member home raised \$4,000 in Greenville, SC. Tickets were \$500 per couple for dinner. Marsha Wallace marsha@diningforwomen.org
12. **Garage or Tag Sales** – These can be done on a relatively small scale at one home to raise a few hundred dollars or can be a larger event if partnered with another organization.
13. **Used book sales** – These can be done on their own or added to another event such as an Arts and Craft sale.
14. **Matching gift programs:** Ask if your company offers a matching gift program for nonprofit fundraising.

- 15. Pledges:** Ask friends, family, and relatives to support Dining for Women by pledging a donation in honor or memory of someone or a special occasion.
- 16. Shop and Save:** Reach out to local merchants and request they offer a discount to DFW members. DFW members could present a retailer coupon/code distributed through DFW's emails blasts. The coupon/code would entitle DFW members a 10% discount off their total purchase. The local merchant would donate a percentage of its sales to DFW.
- 17. Item of the Month:** Reach out to local merchants and request each month they select a special product of varying price ranges – a cookbook, a serving piece, a dish in a restaurant. The merchant commits to donate 10% of the proceeds to benefit DFW. The advantage to the retailer is to attract new customers into their stores.

Fundraising Examples – Success Stories (Can be linked to above)

[Holiday Gift Wrapping at Barnes and Noble](#)

Barnes and Noble has a program that allows non-profit organizations to do gift wrapping in their stores. Here is how a chapter in Pennsylvania did their fundraiser:

Barnes and Noble supplied the table, wrapping paper, scissors and tape. DFW supplied the womanpower. They hung their DFW banner on the table and had information about DFW. A donation jar was on the table and just about every customer put in a few dollars. Chapter members signed up for three hour sessions, usually two women per session. They raised \$287 for DFW! Even more than raising the money, they were able to spread the word about Dining for Women. It was also a great team building activity for the chapter members. Try to get on the list in September so you can make sure to get a good time slot and pick the days that work best for you. Debbie Britt dfwdab@verizon.net and Mary Liz Jones dfwmlj@comcast.net

Birthday Fundraiser

For Betsy Teutsch's 60th birthday she wanted to do something splashy, instead of a party. Betsy and her family decided that they would ask their friends and family to make donations to DFW and match their gifts up to \$1,800. They used www.Firstgiving.com. Betsy's family wrote a letter to send to their friends and family (including Betsy's DFW chapter) and posted the campaign on Facebook. To their surprise, people continued to give even though the match was exceeded. They raised twice as much as their goal! Betsy Teutsch bpteutsch@comcast.net

Coldwater Creek Fundraiser:

Beth Wagoner and Mary Toneff's chapter held a fundraiser at their local Coldwater Creek. Here is how they did it:

Our chapter decided to approach Coldwater Creek about a fundraiser. These are the steps we followed, resulting in a wonderful evening of DFW members (and friends) and raising over \$640 for the 13th month campaign.

1. Initially we met with the local manager and told her the DFW story, leaving literature for her to examine and offering a link to the website. We asked her to think about a fundraiser and we would check back with her.
2. The store manager checked with her corporate office on the "do's and don'ts" and we contacted regional headquarters to get more information about our responsibilities and liabilities.
3. Our second contact was a sit-down meeting where we discussed our plan and the involvement of both parties. Coldwater Creek agreed to a "private shopping party" after hours (6:00 pm – 8:00pm) and offering a 35% discount for any purchases made that night. They also solicited coffee and cookies and gift cards from mall stores. Coldwater Creek also donated two \$25 gift cards that were added to the other prizes. DFW collected some donations of our own so we totaled over 100 items to be included as gift "prizes" that evening. DFW members also brought in cookies and other treats for snacking.
5. We selected the second Sunday in November which was close to Christmas. The store manager offered to have two fashion shows to showcase Christmas gift ideas and how to accessorize using their merchandise. The fashion shows were scheduled throughout the evening as well as the gift drawings.
6. We decided to charge \$10 admission fee for the "private shopping" party and everyone who bought a ticket received two chances on the gift prizes.
7. We drafted a flyer which was sent electronically to all our area chapter leaders who in turn distributed them to their members. This was followed up by several reminders to "save the date" and chapter leaders encouraged their members and friends to attend the event.
8. A final meeting was held with the store manager to go over all the final details.

The evening was a great success for both Coldwater Creek and DFW! Everyone agreed that we would do the same event next November. The store manager, Laine Davis, is willing to help any other chapter in the country who would like to use our model (lainie.davis@thecreek.com). Coldwater Creek corporate office is supportive of our efforts and if other parts of the country

try this fundraiser, maybe we can persuade them to become a corporate sponsor! We have invited the store manager to become part of our chapter and she has come to one of our meetings. We are encouraging her to join, schedule permitting. This was a quick and easy fundraiser which doesn't take a lot of planning. Any time of year will work but tying it to holiday gift-giving was very successful. Mary Toneff marinkamt01@gmail.com and Beth Wagoner bethwagoner48@yahoo.com are willing to help any chapter get started with this fundraiser!

Dessert and a Song – Cindy Ariel held a “Dessert and a Song” event. Here is how she did it:

This is an easy fundraiser. I created a flyer to advertise this event and put it around the neighborhood and on Facebook. The musician put it on his Facebook page as well. We chose a two and a half-hour time frame. As people arrived, they were greeted and shown to the donation table; suggested donation was \$20. We had about 30 minutes for gathering, getting a little dessert, having a glass of wine. The living room was set up concert style with a space up front and chairs facing in one direction. We had room for 35 people and ended up with 38 people (standing room only). The opening musician played about a 20 minute set of music. Then the main musician played a 30 minute set, took a 15 minute break and then a second 30 minute set plus encore. People hung out for another hour, some brought their own instruments to jam with the musicians. It was easy and great fun. The musicians had agreed to a split of the take which totaled \$760 plus they sold some CD's. Each one also offered a CD for a raffle which added to the fun and the total. \$1 gave attendees a chance to win one of the two CD's (10 chances for \$5). We raised another \$62 this way. It's a small event but lots of fun and easy to host! Plus, if you have a bigger house that can hold more people you can make more. You can also charge more for admission. Cindy Ariel dfwcariel@gmail.com

Pre - Mother's Day Tea

Last year three chapters in Pennsylvania hosted a pre-Mother's Day tea the Sunday before Mother's Day. Their theme was Nicholas Kristof's line that we need to move the apostrophe from one Mother, in Mother's Day, to all Mothers, in Mothers' Day - treating our moms to a lovely tea while helping mothers who really have nothing. They partnered with a local group and hosted it at a lovely old mansion. (This could easily be hosted by a chapter member with a large home and/or garden). They had a Baking Team - organized by a Baking Captain, and Team Sandwich that was responsible for making tea sandwiches. They got a lot of serving pieces from thrift shops, using china cups, plates, and linens. It was very elegant, people really loved it. They charged \$25 a ticket and netted about \$1,200 for DFW. It was a ton of work, but would be less if hosted by a member. They hired some dishwashers, which really made it all easier.

A couple of other ideas include:

- A mother-daughter-grandmother tea.
- Inviting some local musicians to play at the tea, like maybe a cellist and violinist.

- You could also designate an honoree, and have it be a tea in her honor, a more conventional fundraising approach.

Betsy Teutsch bteutsch@comcast.net

Arts and Crafts Sale

Here are a couple of ideas of arts and crafts sales, as described by the chapters who held the events:

San Jose, CA

Here is a link to some photos of the event

<https://www.facebook.com/media/set/?set=a.4298972085430.162238.1620484687&type=1&=4f56849406>

1. We worked on projects together as a group--our more arts and crafty members found some good stuff on Pinterest...figured it out...and I think we had three work days for assembly. We have some knitters, a quilter, a sewer, a cookie decorator and a photographer in our group...so they all donated items (scarves, baby blankets, table runners, cookies, note cards...)
2. We also had a two food related work days--toffee, chai, pretzel rods...
3. We kept overhead to a minimum...it was held in my home Friday evening and all day Saturday...FREE!
4. Our members--some of them--donated about \$20 for supplies (myself and a few others spent a lot more)...with the hopes of tripling their money...we did better than that...we made \$92 EACH for each of our 23 members
5. We invited Bead for Life, and Sabore's Well project to sell their African items, too. We charged them nothing, but they made a donation of about \$100 each because they sold so much!
6. We sent our flyers to our friends only...no public advertising
7. We also sold used books, too...our members dropped off paperbacks and hardbacks...we sold them for \$1 and \$2...we made \$60 on this

Polly Ferguson jpollyferguson@gmail.com

Craft Show in Pennsylvania

We started by reaching out to local artists and ended up with beautiful original works of clay, painting, photography, jewelry, glasswork, etc. We were lucky enough to get building space donated so we had a beautiful setting, plus tables, and chairs. The artisans came the day before and early in the morning of the day of the event which was held 12-5pm (with a DFW meeting immediately following cleanup). The charge for the artists was a very reasonable \$40 per table which went directly to Dining for Women. Each vendor also donated a single item of their

choice for a silent auction which involved people buying tickets and putting them in containers near the items they wanted. In the last ½ hour of the day, we pulled the winning tickets. We sold table space for 28 tables and our total donation ended up being \$1,215. This event was very labor intensive, but fun! We had to help vendors with parking, unloading, reloading, and setting up. In the basement of this building was an industrial size kitchen so we were also able to sell pizza, soft pretzels, baked goods and drinks.

Cindy Ariel dfwcariel@gmail.com

Women's Clothing Giveaway

We have been doing this in our synagogue, for the community, for nearly 10 years. We collect gently used women's clothing for a week before the event, which is in a big auditorium. Admission is \$20, which goes to charity, and you are allowed to take two shopping bags of clothing, regardless of whether you donated clothing or not. For the final hour, people can take as much as they like for free.

We have a sorting evening the night before, and lay all the clothing out, sorted by type. We use a lot of volunteers at the entry way, tidying up the clothing, and sorting the additional clothes that women bring to the event to donate. We use a stage with a closed curtain as a communal trying on room. This has turned into a really fun event over the years, raising about \$3,500 annually. Women love cleaning their closets, getting "new" clothes, getting out and seeing neighbors and friends, and supporting a good cause. There will be lots of clothes left over, unclaimed, so you need a pre-designated place to donate them.

Here is our website: www.womensclothinggiveaway.com We print postcards and fliers, and do a lot of electronic PR as well. If someone wants organizing details, I can provide them.

Betsy Teutsch bteutsch@comcast.net

Bookcycling

I personally started a project which I called bookcycler, but a group could easily do it. www.bookcycler.blogspot.com

My Amazon.com account is actually linked directly to Shining Hope for Communities, the June 2011 DFW program. People donate their used books and I check each one's ISBN # to establish its worth (this is easy – you do it directly on the Amazon site.) Most have no resale value, but every now and then – especially if you can find downsizing academics! – a book will be valuable. I figure about 1 out of 10 books is valuable enough to put up for sale. These get listed on Amazon.

I have raised over \$2150, sold 220 books, in just 16 months and donated over 65 cartons of used books to Better World Books, which pays for the shipping. I ship the books out as they sell;

it is really easy to do this as an Amazon seller. My letter carrier literally picks them up at my door.

A whole DFW chapter could work on collecting books, if one person agrees to store them and do the order fulfillment. You just need an empty bookcase. The expenses are minimal – just buying shipping bags and printing some postcards. If a large donation of many boxes of books comes in, it would be good to have a few people help cataloguing them, but normally it is maybe an hour a week of work, with a nice return. Plus people get rid of old books, and others have an opportunity to buy them at reasonable prices. Plus, Better World Books supports a lot of literacy projects, so you're helping them too. The account would link to Dining for Women's checking account, and Amazon forwards the proceeds every two weeks. It is quite gratifying, and there is no risk.

Betsy Teutsch bteutsch@comcast.net.

In-Kind Donations

Local businesses like to support Dining for Women events and activities because they see it as a way of giving back to their community and a way of reaching new potential customers through promotion. They also receive some tax benefits for donating goods and/or paying a sponsorship fee.

When planning your DFW fundraising event or activity, you should consider reaching out to local companies to ask for in-kind donations. For example, if you are hosting a dinner, you could ask a local wine store to donate wine. If you are selling gift baskets, you could ask a local beauty supply store to donate hair products or makeup.

When approaching a company for an in-kind donation, you will want to use the In-Kind Donation Form and the DFW Fact Sheet.

DFW Branding Guidelines

A complete guide can be found on the Dining for Women press resources webpage.
<http://www.diningforwomen.org/PressResources>

Contract Agreement Policy

Dining for Women (hereinafter referred to as DFW) is a not-for-profit organization under the laws of the State of South Carolina.

Our mission is: Through collective giving, Dining for Women inspires, educates and engages people to invest in programs that make a meaningful difference for women and girls living in extreme poverty.

Policy

Single transactions and contracts exceeding \$5,000 (US currency) in value must be reviewed and approved by vote of the DFW Board of Directors. The DFW Board of Directors must review and approve, by vote, any material changes or amendments to the contract provisions.

No employee, officer, director, volunteer or agent of DFW shall enter into **any** contractual agreement on behalf of DFW, whether written or expressed, without written approval of **both** the Executive Director **and** the President of the Board of Directors. Any changes or amendments to approved contractual agreements, whether written or expressed, must have the written approval by both the Executive Director **and** the President of the Board of Directors.

Additional Provisions-Grant Funding Agreements

Semi-annually, a slate of recommended program Grantees with program descriptions and grant amounts will be presented by the Program Selection Team to the DFW Board of Directors for review and approval by vote. Alternate Grantees and grant amounts may be included in the slate. The slate must be provided to the DFW Board of Directors five (5) business days prior to voting.

Alternates may replace Grantees on the approved slate if it is determined that the Grantee no longer meets DFW grant criteria. In approving by vote the slate of recommended Grantees and alternates, the DFW Board of Directors gives the Program Selection Team the power to replace a Grantee with an approved alternate Grantee with no additional DFW Board of Directors action.

The final list of Grantees with program descriptions and grant amounts, including activated alternates, must be provided to the DFW Board of Directors five (5) business days prior to any official DFW Grantee announcements. Access for review of DFW proposed and executed grant funding agreements will be provided to the DFW Board of Directors by request to the Program Selection Team.

Approved: 10/25/12

By: Board of Directors, Dining for Women

After your Fundraiser

Now that you have carried off a successful fundraiser, there are just a few things that you will need to do to wrap things up.

1. Reconcile your books and send all donations (no cash please) to **Dining for Women, P.O. Box 25633, Greenville, SC 29616.**
2. Don't forget to pay any outstanding vendor invoices.
3. Tell us your story by completing the Fundraiser Summary Form. Be sure to indicate whether you would be willing to serve as a reference for other DFW chapters that may want to replicate your event.
4. Thank you! Thank you! Thank you! Don't forget to send out thank you notes to all of your sponsors, in-kind donors, etc. It's also nice to thank anyone who volunteered or otherwise played a role in the event.

Templates and Forms

1. Fundraiser approval form
2. In-kind Form
3. Post-Fundraiser Summary Form

Fundraiser Approval Form

Please send this form via email to your Regional Leader.

Chapter: _____

Chapter Leader Name and Contact Info:

Fundraiser Chair Name and Contact Info:

Date(s) of Fundraiser: _____

Description of Fundraiser:

Goal of Fundraiser:

\$ _____ Gross

-\$ _____ Expenses

= \$ _____ Total to be donated to DFW

Reason for Fundraiser:

To support DFW operations (preferred)

To support DFW 13th Month Campaign

To support monthly program (indicate which one) _____

Other _____

Additional Notes:

Approved by: _____

Date: _____



In-Kind Donation Form

*DFW - Please leave one copy with the donor and keep one copy for your records.

Event/Activity Description: _____

Date(s) of Event/Activity: _____

Event/Activity Chair Name and Contact Information:

Donation From: Company Name, Contact Person, Address and Contact Info:

Type of In-kind Donation:

- | | |
|--|---|
| <input type="checkbox"/> Food | <input type="checkbox"/> Beverage |
| <input type="checkbox"/> Media/Advertising | <input type="checkbox"/> Awards/Medals |
| <input type="checkbox"/> Venue | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Products or Services |

Description of Donation (item, quantity):

Estimated Value of Donation: \$ _____

Would you like the donation to be kept anonymous? _____

Delivery/Pick up Instructions:

DFW will pick up donation on _____ (Date, Time) at _____ (Location)

Please deliver donation on _____ (Date, Time) at _____ (Location)

Please arrive (i.e. musicians, photographers) at event on _____ (Date, Time) at _____ (Location)

Level of effort required to make the fundraiser happen:

- High (More than 40 hours in preparation, during the event, and follow up)
- Medium (20-39 hours in preparation, during the event, and follow up)
- Low (5-19 hours in preparation, during the event, and follow up)
- Super easy (very little time was spent)

Would you do it again? If so, what would you do the same and differently? If not, why not?

What could have made the fundraiser better?

Is there a way that DFW could have better supported you with your fundraiser?

What would you like to tell other chapters about doing this type of fundraiser?

Would you be willing to speak to other chapters that may be considering doing this type of fundraiser? If so, can we share your contact information with DFW chapters? _____