



TOGETHER WOMEN RISE

Collective action for global gender equality

Chapter Fundraisers

WHAT DO I DO FIRST?

1. Read Fundraising Guidelines below

2. Complete [Fundraising Approval Form](#)

The approval form is directed to your Regional Leader(s) and the Together Women Rise home office. Please do not proceed with planning until your event has been approved.

3. Hold Event

4. Complete [Chapter Fundraiser Proceeds Form](#).

5. Submit Photos via [Chapter Photo Submission Form](#)

*All chapter fundraiser
resources are on the
CHAPTER RESOURCES
page of
TogetherWomenRise.org*

CHAPTER FUNDRAISING GUIDELINES

NATIONAL BRAND COLLABORATION

Your Regional Leader and Together Women Rise home office must be informed about any fundraisers in collaboration with a national brand or organization. Together Women Rise may already have or be in the process of establishing a national level relationship with that company.

LEGALITY

Fundraising events or activities must follow all applicable federal, state and local laws. For example, raffles are not legal in all states. It is the chapter's responsibility to check all state regulations before planning a raffle or chance drawing.

EXCLUSIONS

The following events and activities are not permitted:

- Any event or activity that could potentially exclude, discriminate against or alienate Together Women Rise members or the public based on religion, race, sexual orientation or gender.
- Any event or activity with a focus on raising money for organizations or causes that Together Women Rise has not previously funded and, therefore, vetted. An example would be allowing a local charity to hold a fundraiser at a Together Women Rise meeting.
- The sale of products by companies or organizations unless approved by TOGETHER WOMEN RISE home office. For example, a chapter member selling Mary Kay cosmetics at a Together Women Rise meeting is prohibited.
- Together Women Rise chapter bank accounts.



CONTRACTS

All contracts for Together Women Rise events must be signed by the President of Together Women Rise. Together Women Rise volunteers may not enter into any contractual agreements on behalf of Together Women Rise whether written or expressed. This includes, but is not limited to vendor agreements, hotel or catering contracts, facility rentals, etc.

TOGETHER WOMEN RISE BRANDING GUIDELINES

All Together Women Rise branding requirements must be followed. Please use the [Branding Material Request](#) form to access logos and the Branding Guidelines.

TAX REGULATIONS & ACCOUNTING

- Official tax receipts will only be issued by Together Women Rise Home Office.
- Due to federal regulations, ***Together Women Rise cannot issue tax receipts for funds received in exchange for goods and services. For example, tax receipts cannot be provided for tickets to a fundraising event or for auction/raffle items.***
- Costs for implementing the fundraising event or activity (i.e. materials or facility costs) may be subtracted from proceeds, although chapters are encouraged to solicit in-kind donations in order to keep the costs as low as possible. Please see the [In-Kind Donations Policy](#) and use the [In-Kind Donation Form](#) to submit checks.
- Together Women Rise home office cannot provide petty cash to chapters organizing events or fundraising activities. If costs must be incurred prior to the event, these expenses must be paid by Together Women Rise home office directly. Volunteers who cover any pre-event costs must submit an expense report, with receipts.
- All proceeds from fundraising activities must be sent by check to Together Women Rise home office within 30 days of the activity/event. Be sure to complete and include the [Chapter Fundraiser Proceeds Form](#) with your fundraiser proceeds.
- You may accept cash at your fundraiser, however, please do not mail cash to the TOGETHER WOMEN RISE home office. Please consolidate any cash proceeds into a check before sending it to Together Women Rise.

Please sign to indicate your agreement to the above stated guidelines:

Printed Name

Signature

Date