



## Fundraising Form

**We respectfully request that all individuals wishing to organize a FARA fundraiser complete this Fundraising form as soon as possible, prior to their event. This will allow us to assist you in the planning process, and also helps us comply with IRS regulations for non-profit organizations.**

**Please complete the information below and return it to Marilyn Downing, FARA's Board Secretary at [marilyn.downing@cureFA.org](mailto:marilyn.downing@cureFA.org) or FARA, P.O. Box 1424, Williamsville, NY 14231. Call Marilyn at 716-626-0274 with any additional questions.**

Name of contact person organizing the event:

Contact address:

City:

State:

Zip Code:

Phone:

E-mail address:

Type of Fundraiser (i.e. golf tournament, raffle, dinner):

Name of Fundraiser (if applicable):

Date of Fundraiser:

Location of Fundraiser:

Donor cost to participate in fundraiser (if any):

Do you want to accept credit card donations?

Would you like advice on developing corporate sponsorship?

Approximate number of people expected to attend event:

Will you be purchasing insurance for the event?

(If yes, FARA will need to be listed on the policy as an "insured party". See "Insurance".)

FARA will be sending acknowledgements to those that donate \$250+. Unless you prefer otherwise, FARA may send a copy of the FARA Advocate annually to your larger donors.

Please give additional details (e.g. financial goals, silent auction/raffle included, proposed expenses, comments, questions etc.)

Any questions for us?



## **Important Information about Fundraising for FARA**

Thank you for wanting to work alongside FARA to raise funds for Friedreich's ataxia research. We are so grateful. To better assist you in planning, we have developed the following guidelines pertaining to fundraising events.

When applicable, we request that all proceeds and a final income/expense report are submitted to FARA within 60 days following the event.

Organizers are prohibited from setting up a separate bank account in FARA's name in conjunction with the fundraiser, or to use the FARA non-profit tax ID number in such instances.

### **Ways FARA Can Help:**

- Use of the FARA logo and banner for the event
- Announcement of your event on the FARA website and in the FARA Advocate/eAdvocate newsletter
- Photos from your event in our newsletter (sent electronically if possible)
- Educational materials to share with potential donors
- Notification of FA families in your area
- Connections with others who have held similar FARA fundraising events
- Assistance with design of materials/flyers
- Guidance and suggestions with event planning
- Fundraising Made Simple Kit, can be downloaded ([www.curefa.org](http://www.curefa.org)) or sent to you
- Suggestions for securing media coverage of the event
- Help with writing press releases
- FARA video presentation
- When feasible, a FARA representative could attend your event
- Suggestions/assistance in obtaining local corporate sponsorship



### **Event Costs/Sponsors:**

A goal should be to keep overall costs at less than 10% of total revenue. In addition to obtaining donations of food, T-shirts, printing and other such items, you might want to solicit larger corporate sponsorships for the event that will not only cover 100% of the event costs, but also provide a significant base of donations on which to build.

Also, many corporations will match donations from their employees. This suggestion can be incorporated into your flyers/brochures.

Expenses cannot be paid from proceeds. If you pay out-of-pocket for expenses, save receipts and FARA can reimburse you. It is best, however, to have invoices sent or faxed (716-631-3023) to us and FARA can pay them directly.

### **Insurance:**

FARA's general liability insurance for fundraising events does not include coverage for athletic events (golf, run, walk etc.). For athletic events, we will work with you to coordinate liability coverage for your event. Additionally, it is important with such events to have all participants sign waivers.

### **IRS Reporting Requirements:**

It is very important to keep good records. If the event includes an auction or raffle, separate accounting of such proceeds is required.

If a donor pays more than \$75 and receives goods or services (e.g. free event tickets, prize, auction item, dinner) then FARA needs to send a separate acknowledgement of the donation in excess of the value received. So again, it is important to keep good records.

Keep a list of all donors of \$250 and above, as FARA will send each of these donors an acknowledgement as required by the IRS. Event organizers might want to send thank you notes (e.g. postcards) to other donors and individual letters to all sponsors.

## **Donation Options:**

### **Check or Money Order (Payable to FARA)**

Checks can be sent to FARA's Treasurer, Terrence Downing, at:

FARA

P.O. Box 1424

Williamsville, NY 14231

### **Credit Card**

Donations can be made to FARA with a credit card by contacting us directly at (703) 426-1576 (includes international donations). We accept MasterCard, Visa and American Express. Information required includes name, address and credit card information. They can designate their donation in honor of a particular person or for a specific purpose (e.g. your fundraiser).

### **Wire Transfers or Stock Donations**

For specific details about wiring donations or donation of stock, please contact our Treasurer, Terrence Downing.

Phone: (716) 631-5000

Email [tmdowning@roadrunner.com](mailto:tmdowning@roadrunner.com)

### **Online**

Your donors can make direct FARA contributions online using a credit card, through the Network for Good [www.networkforgood.org](http://www.networkforgood.org) (only U.S. donors).

Their transaction is safe, secure, and private. Search for "Friedreich's Ataxia Research Alliance." Info is also on the website at [www.cureFA.org](http://www.cureFA.org)

**Thank you so much for helping us to move closer to our goal of treatments  
or a cure for Friedreich's ataxia!**