



Donor Initiated Fundraising Policy

Policy Statement

This policy serves to guide The Alaska Community Foundation (the “Foundation”) staff and Foundation fund holders/advisors when fund holders/advisors, donors or local volunteers seek to plan fundraising events and solicitations for funds held at the Foundation.

Purpose & Scope

The Foundation recognizes that many fund holders will want to grow their fund in size and impact and encourages fund holders to fundraise for their fund. Foundation staff are available to help fund holders/advisors, donors or local volunteers navigate through this process.

Coordination of fundraising efforts with Foundation staff is essential to ensure all parties comply with Foundation Board policies and IRS regulations. This policy does not apply to nonprofit organizations conducting their own fundraising and contributing the net proceeds to their fund at the Foundation.

Solicitations & Receipts

Direct mail and personal solicitations of gifts to funds at the Foundation are permitted under the following guidelines.

1. Prior to activities, submit a written fundraising proposal (Attachment I) and all proposed materials to the Foundation Director of Programs & Grants for approval at least two weeks prior to the proposed event date.
2. Coordinate with Foundation communications staff on the appropriate use of the Foundation’s name and logo in fundraising materials.
3. Use of the Foundation’s EIN is prohibited without prior approval by the Foundation Director of Programs & Grants. This includes, but is not limited to, activities and programs such as grant applications and Pick.Click.Give.
4. Fundraising materials should direct the donor(s) to make their checks payable to “The Alaska Community Foundation” with the <Name of Your Fund>” in the memo line. Checks should be mailed directly to the Foundation. Cash donations must be submitted with the name of the fund indicated and the donor information including name, address and phone number. Cash donations without this information will be processed as anonymous. Giving online through our website: www.alaskacf.org is also an option.
5. Agency and Field of Interest funds cannot typically be used for fundraising expenses. Please check with Foundation staff in advance if you are seeking to submit a grant recommendation from your fund to cover fundraising expenses.

Fundraising Activities

Activities such as fundraising dinners, auctions, conferences, fairs, and merchandise sales must be conducted under the fiscal guidance of the Foundation. Thus, the same guidelines apply as above, plus these additional policies as well:

1. Any portion of the fundraising proceeds that results from the provision of goods or services (excepting auction items but including dinners, booths, conferences, fairs, etc.) to the donor is not tax deductible and must be identified and valued prior to the event. If it is a ticketed event, the non-deductible value of the ticket price must be disclosed on the face of the ticket. The Foundation will not provide receipts for auction items purchased at events or any in-kind donations.
2. The Foundation will provide a receipt to donors who give to Foundation funds. Fund holders are encouraged to thank their donors personally but not provide tax-deductible receipts. The Foundation will only provide receipts to the individual or organization whose name and address information appears on the form of payment used for the donation. Per IRS regulations, the Foundation is not obligated to receipt gifts of less than \$250.
3. Event Insurance must be provided by the party doing the fundraiser unless the Foundation agrees in advance, in writing that no insurance is required. Insurance coverage must be reviewed with the Foundation Director of Programs & Grants two weeks prior to fundraising activities.
4. The event must comply with the State of Alaska Solicitation of Contribution Act.
5. It may be necessary for the Foundation to charge an additional administrative fee if a fundraiser requires significant staff time or resources. If fund advisors have any questions, feel free to call the Foundation office to discuss this in advance.

Grants

A grant is a gift or contribution bestowed by a government entity, corporation, or other organization for a specified purpose that is conditional upon certain qualifications as to use, specified standards, or a proportional contribution by the grantee or other grantor(s). Grants usually require compliance reporting by the grantee to the grantor. Some additional guidelines to grants are as follows:

1. The Foundation is the legal entity for the funds and is therefore the grantee.
2. Organizations and individuals are prohibited from using the Foundation's EIN without prior approval from the Foundation Director of Programs & Grants.
3. Requests to submit a grant application on the Foundation's behalf for a particular fund must be approved by the Foundation's CEO at least two weeks prior to the application deadline.
4. The Foundation's CEO must sign all original grant applications and agreements.
5. Fund advisors must update the Foundation in writing at least two weeks in advance on all progress and final report submissions.
6. Additional administrative fees may be charged to the fund if significant staff time is needed or if the request is less than two weeks prior to the deadline.
7. Grant reports are the responsibility of the fund advisor(s) but will often need to be submitted by Foundation staff.
8. The Foundation may refuse grants that do not comply with these guidelines or if the Foundation determines it is in conflict with other requests.

Policy Adoption, Review, and Revision History

Policy: Donor Initiated Fundraising Policy

Date	Action taken	Comments
2012.08.09	Approved by the Board	
2015.02.05	Approved by the Board	
2017.08.15	Approved by the Board	
2019.11.13	Approved by Board	

Next Bi-Annual Review Date: November 2021

**Attachment 1
Fundraising Proposal**



The
Alaska Community
Foundation

Fund Name: _____

Date of Event: _____ Fundraising Event Name: _____

Description of the Event:

Event Budget (supplies, catering, venue, professional fundraiser/event coordinator, insurance, event waivers, other):

Payment Plan for Goods and Services:

Experience With This Type of Fundraising:

Insurance Provider (copy attached) _____

Number of Attendee's Expected: _____

Fundraising Goal (net) \$ _____

Contact Person: _____

Email: _____

Phone Number: _____

Best Time/Way To Be Contacted:

Staff Use Only Below Line

Date: _____

Reviewed By: _____

Approved Not Approved

Insurance Required: Yes No