



Mowat-Wilson Syndrome Foundation

Fundraising Guidelines

We appreciate your interest in doing a fundraiser for our foundation! It is people like you who make us strong! The IRS is very strict about fundraising activities, so please follow these guidelines. Please take some time to read through this information and fill out the Fundraising Agreement on the last page.

- The Mowat-Wilson Syndrome Foundation cannot have a board member present at every fundraiser, but we will help in any way possible! Once you have a plan in place, we will help with print material, social media, etc.
- You will be responsible for all permits, insurance, and any other requirements for your event. Check with your local municipality, as well as any state regulations.
- Donations are tax deductible, as long as all of the required forms are submitted. 100% of the proceeds (minus fees, with receipts) must be mailed to the MWS Foundation, with the backup documentation. Any cash must be turned into a cashier's check or bank draft.
- Do not deposit any of the funds into your personal bank account. If you do, it is then considered personal, taxable income. You may open a temporary account in the name of the event. Keep accurate records of all money deposited in this account.
- Use a Donation-In-Kind form for any non-cash items provided for your event. In kind donations are items such as food, raffle prizes, etc.
- Complete a separate donation form for every donation received.

All donations, along with an overview of the event activities, should be mailed to:

The Mowat-Wilson Syndrome Foundation
4009 Tyler William Ln.
Las Vegas, NV 89130



Mowat-Wilson Syndrome Foundation

4009 Tyler William Ln., Las Vegas, NV 89130
702-658-5391 www.mowat-wilson.org

FUNDRAISING AGREEMENT

Name: _____ Date: _____

Address: _____

Phone: () _____ Email: _____

The Mowat-Wilson Syndrome Foundation (MWSF) is pleased that that you are interested in holding a fundraising event to support our mission. This agreement outlines our understanding in connection with hosting an event **that is not sanctioned by the MWSF.**

1. You will host a fund-raising event on (Date) _____ in (Location) _____ for the purpose of raising awareness about Mowat-Wilson Syndrome, and raising money for MWSF.
2. The type of event is (walk, bake sale, etc.) _____
3. The MWSF office will provide logos for print materials, and brochures to help raise awareness.
4. Donations received, will be acknowledged, with proper documentation (Donation Forms)
5. You are responsible for complying with local, county, state and national laws and ordinances regarding your event. If you fail to comply with such laws, you hold MWSF, its officer, directors and agents harmless from any and all claims and damages arising from failure to comply.
6. Any and all details regarding your event (pre, during and post) are your sole responsibility. **This event is not sponsored or endorsed by MWSF, and MWSF disclaims an responsibility or liability associated with this event.** You hereby hold MWSF, its officers, directors and agents harmless from any and all claims and damages that may arise in connection with this event.

Sincerely,

A handwritten signature in black ink that reads 'Deborah A. Curry'.

Deborah Curry, President

I have read, understand, and agree to the terms and conditions set forth in this letter.

Print Name

Signature

Date

Email a scanned copy of this signed agreement to debyc@mowat-wilson.org

Mail your signed agreement to The Mowat-Wilson Syndrome Foundation at the above address.