



COMMUNITY SUPPORT

Macon County Care Network (CareNet) relies on the local support of our area churches, organizations, businesses and community members to help us fulfill our mission of providing food and nurturing hope for families in need here in Macon County. Before you get started on your fundraiser, please follow the three easy steps for coordinating a successful fundraiser outlined below.

1. Choose the right type of fundraiser. The project or event you decide on should take into account the size, interest, talents, goals and availability of your team. Remember, one of the most important goals outside of raising proceeds is to have fun!
2. Register your fundraiser with CareNet. Once you have decided on a date/time/location, as well as, what type of fundraiser you would like to facilitate, it is important to complete our fundraising proposal form (below) and return it to Macon County Care Network for approval. Please allow up to 5 business days for review.
3. Establish goals. This is VERY important, as many fundraisers dream BIG (which is GREAT!) but sometimes we forget to take into account the expenses necessary to ensure the fundraiser is a success. That said, the rule of thumb is expenses should represent 25% or less of the gross income from the fundraiser.

Please return your completed proposal to Macon County Care Network:

130 Bidwell St.
Franklin, NC 28734
Phone: 828.369.2642
Fax: 828.369.0274

Email: CanHunger@MaconCareNet.org

A member of the CareNet team will contact you within one week of receiving your fundraising proposal form. On behalf of the Board of Directors, Staff, and Volunteers of CareNet – Thank you for your interest in supporting CareNet!

FUNDRAISING GUIDELINES

To help ensure that fundraising events are enjoyable and successful, as well as, coordinated with any other events or activities for CareNet we ask that you submit a proposal well in advance for the proposed fundraiser for review and approval by CareNet.

Prior to completing the proposal form below, review the guidelines regarding the coordination of fundraising events on behalf of CareNet:

- All fundraising activities or use of the CareNet name or logo must be approved by the Board of Directors for CareNet in advance of the activity/event.

- CareNet cannot be liable for any expenses incurred by an individual or any other organization involved in fundraising on behalf of CareNet.
- Due to limited resources, CareNet cannot assist in the planning or facilitating of community fundraisers. We are more than happy to assist with project ideas, provide feedback and best practices when *making the ask* but the organizer is solely responsible for planning the event.
- For confidentiality reasons, CareNet cannot release the names of donors or volunteers to any individual, company, group or organization. In addition to this, CareNet does not sell goods or services to our donors/volunteers from outside organizations.
- Promotion of the fundraiser should reflect CareNet as a beneficiary and not conducting the event.
- In accordance with IRS regulations, the individual or organization conducting the fundraiser is responsible for disclosing to donors the exact dollar amount or percentage of their contribution that will benefit CareNet.
- Only checks payable to Macon County Care Network or CareNet, and cash donations (equal to or greater than that of \$5.00) provided with the donors information, will be provided with a tax deductible receipt in accordance with IRS and state tax regulations.
- There is no guarantee that a CareNet representative will be able to attend your event; however, providing more than a week's notice of the date/time/location will increase the chance someone may be available to attend.
- Insurance (if applicable) for any fundraising activity to benefit CareNet is the responsibility of the organizing party and must be submitted with the proposal for review.

I have read, understood and agree to the Fundraising Guidelines provided by Macon County Care Network (CareNet).

Signature of Organizer:

Printed Name:

Date:

Pending approval of your proposal, CareNet may be able to provide assistance with the following resources, please indicated what type of support you would like from us:

- Notification of fundraising event on CareNet Social Media outlets (Facebook, Twitter, etc.)
- Use of CareNet Logo
- Brochures
- CareNet Food Collection Barrels (CareNet banner with logo attached to barrel)



MACON COUNTY CARE NETWORK (CARENET)

FUNDRAISING PROPOSAL FORM – Complete & Sign at Least 1 Week in Advance of Event

Contact Name:	Date:	
Organization:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		

Name of fundraiser:

Location for which fundraiser will be held:

Date & Time of fundraiser:

Description of fundraiser

(Please provide as much detail as possible on how funds will be raised – raffle, silent auction, etc):

Ticket Price: _____ Contact for ticket sales: _____

Expected number of attendees: _____

Goal for net donation to CareNet: _____

Goal for food collection donation to CareNet: _____

Will insurance be necessary for the event? If so, please attach proof of insurance: Yes No