



## EXTERNAL EVENT APPROVAL POLICY GUIDELINES

Ronald McDonald House Charities of Western Washington, hereafter referred to as RMHC, is pleased to be the beneficiary of financial support as a result of special fundraising events or projects by generous individuals, groups, and organizations.

*In order to ensure that all proposed fundraising projects are in keeping with RMHC organizational guidelines, and to comply with regulations pertaining to non-profit organizations, we require:*

1. Completion and return of attached External Event Approval Form for review prior to authorization to conduct an event. This form should be submitted a minimum of 30 days prior to date of event. The Development staff will review the request. All requests will be answered no later than 15 days after receipt.
2. Use of RMHC name or logo will only be authorized after completion of External Event Approval Form. Sponsor is authorized to use the Name "Ronald McDonald House Charities® of Western Washington" only in connection with the fundraising event, and only until the earlier of the completion of the event, or termination of this agreement. All usage of the trademark of the Ronald McDonald House shall bear the registered trademark symbol, "®"
3. The amount or percentage of monies donated to RMHC must be included in all advertisements so the public knows what percentage of their funds will benefit the House.
4. **All donations received are to be delivered or mailed to RMHC of Western Washington within two (2) weeks of receipt.**
5. **Sponsor shall perform all things necessary for the successful completion of the fundraising event, and shall assume full obligation and responsibility for the payment of all expenses in connection therewith, without regard to the amount of funds collected for the event. RMHC will not underwrite any portion of sponsor event or project, nor be responsible for any expenditure related to external event.**
6. Sponsor will have donor checks made payable to RMHC of Western Washington and have all proceeds including pledges submitted immediately upon completion of event. Group must pre-arrange to have any other method of payment approved by RMHC. A written accounting of the fundraising event must be made available, if requested by RMHC.
7. Sponsor shall receive no commissions nor benefit financially from RMHC fundraising event.
8. RMHC will determine how funds will be used by sponsor according to "area of greatest need."
9. RMHC assumes no responsibility for promoting the event.

10. Any advertisements or press releases need to be approved by RMHC prior to their release. We must always be sensitive to the privacy of children or families staying at the Seattle Ronald McDonald House. Therefore, no family that is or has been a guest of the RMHC may be exploited in connection with the event or endeavor.
11. Event sponsor agrees to comply with all necessary local or government regulations. This includes, but is not limited to, registering with the appropriate agencies, purchasing insurance, and following any rules of disclosure currently required by the IRS, and required licenses or permits.
12. Corporations participating in third party event fundraising (typically through cause marketing efforts) need to register as co-venturers to the state. To determine if you need to register view the Charities Division of the Secretary of State website ([www.secstate.wa.gov](http://www.secstate.wa.gov)) or give them a call (360) 753-0863.
13. The sponsor/organization holding the event intended to benefit the Ronald McDonald House agrees to indemnify and hold RMHC harmless from any and all claims that may arise as a result of this event.
14. Due to the high level of demand on volunteers' and staff time, RMHC cannot commit the resources of its volunteers if the net revenue is expected to be less than \$5,000.
15. This agreement shall not be assignable by Sponsor.
16. Any endeavor which requires Ronald McDonald House Charities of Western Washington to solicit its donors or Board of Directors to make or solicit purchases will not be accepted.

*I have read the attached External Event Approval Guidelines of Ronald McDonald House Charities of Western Washington. and I agree to comply with all guidelines.*

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Name

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Title of Contact Person and Phone Number

**If you have any questions on the above policy guidelines please contact Development at (206) 838-0629.**