

# FUNDRAISING PROJECT FORM

The electronic version of this form can be found online [www.liveunitedbemidji.org](http://www.liveunitedbemidji.org), select Agency Resources



United Way  
of Bemidji Area

## General United Way of Bemidji Area fund-raising guidelines: (approved by Board of Directors 6/18/08)

United Way funded organizations are to make no cash solicitations for capital or current operating/program expense funds and/or hold fundraising events within the territory covered by this United Way's campaign without the consent of the United Way of Bemidji Area, during the United Way of Bemidji Area's campaign, September 1<sup>st</sup> through November 1. This provision is understood to cover those situations where solicitation is made in the name of the Agency financed by this United Way, although the purpose is to raise money for a program or service not financed by the United Way. Fundraising events proposed by member agencies to be held between September 1<sup>st</sup> and November 1<sup>st</sup> will be reviewed by the Board of Directors on a case by case basis (A Fundraising Project form must be submitted to United Way 60 days prior to the event).

United Way funded organizations will not initiate or participate in any non-United Way organized solicitation of employees at the workplace at any time of the year in this service area. An organized solicitation is a federated campaign in the workplace, organized with the support of the employer, through which monetary contributions are solicited from employees.

### United Way of Bemidji Area agrees that the following types of self-support are acceptable at all times:

- In-kind donations of services or materials
- Grants
- Participating partner agency memberships
- User fees and program service fees
- Property rental
- Investment income
- Unsolicited donations
- Contributions from outside the United Way of Bemidji Area service area.
- 'Quid pro quo' sales of merchandise, products, events or services.

<b>Name of Organization</b>			
<b>Address</b>			
<b>Phone</b>		<b>Email</b>	
<b>Chairperson or Contact person for fundraiser</b>			

<b>Name and Type of Fundraiser</b>			
<b>Is this a new fundraiser?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(if completing electronically, double click on the appropriate box and select default value: checked)</i>		
<b>If NO, when has it been done before?</b>			
<b>Please provide a brief description of the fundraiser</b>			

### Proceeds

<b>Intended amount to be raised (net)</b>	\$
<b>Intended use of proceeds</b>	
<b>Is the use:</b>	<input type="checkbox"/> Local <input type="checkbox"/> County <input type="checkbox"/> Regional
<b>Please briefly describe the locality for which benefits are intended</b>	

**Manner of Fundraising**

<b>Who will do it?</b>	
<b>How will it be done?</b>	
<b>When will it be done?</b>	
<b>Will you be accepting or soliciting “in kind” contributions such as prizes, free rent, advertising, etc.?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  If YES, please itemize those contributions with the estimated value: 1) 2) 3) 4) 5)

**Return the completed form at least 60 days prior to the event to:  
United Way of Bemidji Area  
PO Box 27  
Bemidji, MN 56619**

\*Please note: This information will be shared with the United Way of Bemidji Area Board of Directors/Executive Committee for approval.