

Guidelines For 3rd Party Fundraising Groups

Event Documentation

The Director and Fundraising committee, prior to public release, should approve the wording on all invitations, correspondence and the title of the event. 3rd-party events essentially mean that the University will not be managing the event. Consequently, the Reeve-Irvine Research Center name can't be a component of the actual title of any 3rd party fundraising event. An example of how publications and announcements should be worded is below:

Research for Cure 1st Annual Golf Tournament
Net proceeds to benefit the Reeve-Irvine Research Center

Tax information/Donor Recognition

Third party fundraising events (such as the one you are planning) are not actual 501C3 non-profit organizations. Therefore, in order to issue receipts to those who wish to contribute to your event you must obtain your own 501c3. Unfortunately, the event coordinator will not be permitted to utilize the University of California Foundations tax code for accounting purposes or to issue donor receipts. It is however, possible for a small fundraising group to piggy back onto another organization who has obtained their own 501c3. In order to do this your missions must be the same. Please contact me if you have questions regarding the regulations surrounding a 501c3.

The best way to show proof of a donation is through a thank you letter to the donor. The thank you letters should include the information listed below.

- Date of the event
- Name of the event
- Date the donation for the Fundraising event was received
- Amount donated
- The following notation: Example: *Net proceeds for the Research for Cure 1st Annual Golf Tournament will benefit the Reeve-Irvine Research Center.

It will be the responsibility of the donor to speak to his or her accountant if they would like to inquire about whether or not all or part of their donation is tax deductible.

Accounting/Hidden Expenses

*Tip: It is a good idea to secure a contract with the facility where the event will be held. You may find that although you have been promised several services there may still be hidden charges. Although you may be fortunate enough to secure some in-kind donations, there may be some expenses that could be more costly than you might expect and if pertinent should be factored in to your event budget. Some examples of hidden expenses are listed below for your assistance:

- Correspondence/Postage
- Invitations/Printing Expenses

- Parking attendants/Valet Parking
- Advertising
- Signs/Posters
- Flowers
- Awards
- Walkie-talkies
- Golf Carts
- Handicapped Accessibility
- Corking Fee (in the event alcoholic beverages have been donated)
- Lunches or snacks depending upon time of day and length of event
- Rentals (Chairs, Banquet Tables, dinnerware, additional Restroom Facilities)
- Decorations
- Entertainment
- Tickets/Printing
- Security
- Taxes

All accounting surrounding the event will have to be handled by your event coordinator and/or volunteers working with the coordinator for your event. 100% of the net proceeds should be donated to the Reeve-Irvine Research Center along with a spreadsheet showing the income and expenditures for the event. No allowances for salary or commission will be allowed per University of California, Irvine policy. The University of California and Reeve-Irvine will not be responsible for any expenses related to the event should the issue ever arise so it will be important for your group to carefully prepare a budget ahead of time.

Our Director of Community Development Tania Jope is available as a consultant for you in the event you run into a bump in the road. Again we want to express our gratitude to you for all that you are doing to raise funds for Reeve-Irvine. It is an honor to be the charity you chose to support.

Thanks again so very much for your offer to raise funds for this very important research effort. We are well aware of the time and energy that goes into fundraising events and appreciate your efforts to help propel research forward that could help thousands who believe in a better tomorrow.