



**Ronald
McDonald
House®**
Southwest
Virginia

Fundraising Proposal Form

Thank you for your interest in supporting Ronald McDonald House Southwest Virginia. Please complete the following questionnaire regarding the event or promotion you are proposing to benefit Ronald McDonald House Southwest Virginia and return it to the address/email below.

Name of Sponsoring Organization: _____

Please indicate: Corporation _____ Non-Profit _____ Other: _____

Contact Person/Title: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email address: _____

Name of Event: _____

Date(s) of Event: _____ Time: _____

Admission Fee (if any): _____

Description of Event: _____

Location of Event: _____

Please list any other charitable organizations that will benefit from this event: _____

How will the Event be promoted (flyers, newsletters, posters, etc.)? _____

Can Ronald McDonald House Southwest Virginia provide program materials to display? Y N (circle one)

Will the Ronald McDonald House Southwest Virginia logo be used in conjunction with other logos? _____

If so, in what manner? _____

Date of follow-up with Ronald McDonald House Southwest Virginia to summarize project: _____

Collection Process

Budgeted cost of Event: _____ Anticipated Gross Income: _____

Estimated amount to be given to Ronald McDonald House Southwest Virginia: _____

_____ Checks payable to and mailed directly to Ronald McDonald House Southwest Virginia

_____ Checks payable to Ronald McDonald House Southwest Virginia and collected by organization

_____ Checks payable to organization and proceeds given to Ronald McDonald House Southwest Virginia

by this date: _____

_____ Other (please explain) _____

Monies collected on behalf of Ronald McDonald House Southwest Virginia must be cleared through Ronald McDonald House Southwest Virginia within 30 days of Event

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_____ initial

I understand that:

1. The **Sponsoring Organization** will be responsible, financially and otherwise, for operating the Event and **Ronald McDonald House Southwest Virginia** will not be liable under any circumstances for any claims or liabilities, no matter by whom, made in connection with this Event;
2. If liability insurance is required, the **Sponsoring Organization** will secure such insurance and provide a certificate of insurance to **Ronald McDonald House Southwest Virginia** evidencing such insurance coverage prior to the Event;
3. All monies collected on behalf of **Ronald McDonald House Southwest Virginia** must be sent to **Ronald McDonald House Southwest Virginia** within 30 days after the Event, unless otherwise cleared by an authorized official of **Ronald McDonald House Southwest Virginia**;
4. All publicity for the Event using the **Ronald McDonald House Southwest Virginia** name/logo must be approved by an authorized official of **Ronald McDonald House Southwest Virginia** before it is released;
5. Approval of this proposal by an authorized official of **Ronald McDonald House Southwest Virginia** is required.
6. Soliciting on behalf of **Ronald McDonald House Southwest Virginia** is strictly prohibited.

We are happy to offer support and ideas but cannot guarantee volunteer/staff to assist with event.

Representative of **Sponsoring Organization**

Date

Representative of **Ronald McDonald House Southwest Virginia**

Date

Please complete two copies of this form and return to:

Teri Nance, Special Events Coordinator
Ronald McDonald House Southwest Virginia
2224 Jefferson Street SE, Roanoke VA 24014

For questions contact Teri Nance 540-857-0770 x 308 or tnance@ronaldmcdonaldhouseswva.org.

Upon acceptance, an original, with both signatures will be returned to the sponsoring organization.

THANK YOU for your support of Ronald McDonald House Southwest Virginia!