

WORKING TO END **ROCKLESSNESS** IN BOSTON'S GIRLS FOREVER!!



HOW TO HOST A GIRLS ROCK CAMPAIGN FUNDRAISER

OUR MISSION

GRCB empowers girls to believe in themselves by providing a supportive community that fosters self-expression, confidence and collaboration through musical education and performance.

WWW.GIRLSROCKBOSTON.ORG

GRCB PO BOX 301526, BOSTON, MA 02130

PLANNING YOUR EVENT

THANKS YOU FOR HOSTING A FUNDRAISER TO BENEFIT GIRLS ROCK CAMPAIGN BOSTON.

IN THIS PACKET WE HAVE INCLUDED A FEW GUIDELINES TO GET STARTED. CONTACT US: HILKEN@GIRLSROCKBOSTON.ORG

1. CONTACT GRCB (see above)

The sooner you get in touch with GRCB, the better we will be able to assist you as you begin planning your event! We can answer questions, provide materials, connect you with someone who has organized an event before and help publicize your event. Also, it helps for us to know if you are collaborating, or co-hosting this event, with another organization, as they may require additional documentation from Girls Rock Campaign Boston.

2. PLAN YOUR EVENT

Do something fun! A BBQ, CAR WASH, Rock show, Art Exhibit, Lemonade stand or pet parade or whatever you decide we ask that we recommend that alcohol not be served unless it is believed to be necessary to the success of the event. If alcohol will be served, you are responsible for obtaining insurance, permits and licenses that may be required by your state. Check with the venue about policies for hosting events where alcoholic beverages will be served. Also, you must advertise the event as a 21+ event.

Also it's important to remember that whatever type of fundraiser you decide to throw it needs to be align with GRCB's Mission.

ALSO REMEMBER that bingo, raffles, sweepstakes and other gaming activities are not considered charitable activities under federal, and most state, laws. Therefore, fees paid to participate in gaming fundraisers are not tax deductible. There are also federal reporting requirements concerning gaming fundraisers. See IRS Publication 3079: www.irs.gov/pub/irs-pdf/p3079.pdf.

3. MATERIALS

In planning your event we are happy to assist you with brochures, logos, and any other information or other guidance you may need. We will need at least one month's notice before your event to provide everything you need. We will also gladly help publicize your efforts on our site/ twitter and facebook depending on what need.

GUIDELINES

4. MONEY / COLLECTING DONATIONS

As the Event planner you deduct all expenses (aka lemons, sugar etc) and gives net proceeds (revenue minus expenses) to Girls Rock Campaign Boston. All proceeds need to be made payable to Girls Rock Campaign Boston and mailed to us within 30 days of completing your fundraiser. Please don't send in cash. GRCB will issue IRS compliant charitable tax receipts to the full extent of the law if the gift is made payable directly to Girls Rock Campaign Boston and sent to the Fundraising Team. Detailed contact information of the donor must be included with the gift. Please do not promise any kind of receipt to your donors as issuing an inappropriate receipt can put Girls Rock Campaign Boston's charitable tax status in jeopardy.

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- Girls Rock Campaign Boston reserves the right to request additional information prior to approving a fundraiser.
- Fundraisers should complement the mission and image of GRCB that's why we require all coordinators to contact us before they get started.
- For legal reasons, GRCB may only be identified as the beneficiary. For example, your fundraiser can't be called Girls Rock Campaign Boston's Fundraiser for the Kids. Instead, it could be called Ride for the Kids benefiting Girls Rock Campaign Boston.
- The coordinator is responsible for covering all expenses for the event and will not be reimbursed by GRCB. If your expenses are being paid out of proceeds these costs should be deducted from the funds raised prior to sending the final donation check to GRCB.
- No bank accounts in the name "Girls Rock Campaign Boston" can be set up to hold funds for any reason. The cost of throwing a fundraiser should be 50% or less of money raised.
- Once your fundraiser is approved, we will provide you with our name and logo for your marketing materials. We must review everything with our name and logo before it's printed, distributed or uploaded online.
- If Girls Rock Campaign is one of several beneficiaries, the exact percentage or amount of proceeds that benefit the GRCB must be clearly stated on all materials presented to the donor.
- To avoid duplicate solicitations, we ask that you notify us before asking a business or company for a donation, cash or in-kind.
- GRCB reserves the right to decline approval or withdraw as beneficiary of the event at anytime if we feel there is a conflict of interest or the event may have a negative effect on the image of GRCB.