



Keeping families close

www.rmhc.org

RMHCDC Community Event Application

Thank you for helping change a child's life. Before you hold an event, **please review the Policies and Guidelines attached and complete and return this form** to Kristen Claus, 3727 14th St. NE, Washington, DC 20017 or Kristen@rmhc.org. Call Kristen for more info at (202) 529-8204.

Name of Organization/Individual Planning Event: _____

Main Contact Name: _____

Telephone number: _____ E-mail address: _____

Event Address: _____

Type of Event (Brief Description): _____

Date/Time/Location of Event: _____

Is Event: Open to the Public By invitation only. Estimated Donation to RMHC: \$ _____

Assistance needed from Ronald McDonald House Charities (if any): _____

EVENT PROMOTION & ADVERTISING (FLYERS, PSAs, ETC.) MUST BE PRE-APPROVED BY RMHCDC

I, _____, agree (or on behalf of the organization I represent) to abide by the Community Events Policies and Guidelines. We will hold McDonald's, its subsidiaries, affiliates, and franchisees, Ronald McDonald House Charities of Greater Washington D.C. the Organization and their respective trustees, directors, officers, employees, volunteers, and agents harmless from and against and all claims, liabilities, judgments, penalties, settlements, losses, damages, and expenses, including court costs and reasonable attorney's fees, incurred or suffered by these parties in connection with or as a result of the event.

Contact's Signature: _____ Date: _____

RMHC Rep. Signature _____ Date: _____

RMHCDC Community Events Policies and Guidelines

Thank you for your interest in hosting an event or promotion to benefit Ronald McDonald House Charities® of Greater Washington, D.C. (RMHCDC) We are always grateful for the generous support of our friends in the community who share our commitment to lift children and families to a better tomorrow.

General Policies: The following guidelines provide helpful information for planning a successful fundraising event to benefit our families. If you have any questions, please contact Kristen Claus at Kristen@rmhcdc.org or (202) 529-8204.

- **Please contact us first** if you plan to host a fundraising event or promotion that involves the use of the RMHCDC name or logo.
- **Submit the event application** to the RMHCDC at least 30 days prior to the proposed event.
- Third Party events or fundraising programs must present a **positive image** for RMHCDC
- Event materials should state, "Proceeds will benefit Ronald McDonald House Charities® of Greater Washington D.C." If only a percentage of the proceeds will be benefiting RMHCDC, please note that portion on your materials.
- Any print or electronic promotional materials **must be approved** by RMHCDC before produced and distributed. Our logo cannot be changed in any way because it is a registered trademark.
- Any contact with the media must be coordinated with RMHCDC.
- Contributions may be tax-deductible. If individual donors want a tax receipt from RMHCDC, their checks must be made payable to Ronald McDonald House Charities of Greater Washington D.C.
- **Within 30 days of the event**, all checks should be made payable to and submitted to: Ronald McDonald House Charities of Greater Washington D.C. c/o Admin, 3312 Gallows Road, Falls Church, VA 22042.
- Fundraising events must comply with all relevant federal, state and local laws.

Ways We Can Help: RMHCDC's ability to offer services for third party fundraising events is limited by staff size. However, we can serve as a resource for ideas and advice to make your event a success.

- Offer guidance on event planning
- Use of RMHCDC's name and logo as appropriate upon review of event materials.
- Provide a letter of support to be used to validate the authenticity of the event if needed.
- Provide informational materials about RMHCDC.
- Provide written tax receipts to donors who make checks payable to Ronald McDonald House Charities of Greater Washington DC
- Attempt to provide, but not guarantee, an RMHCDC representative at your event.
- Attendance at the event and/or reception to receive proceeds by a member of the RMHCDC staff may be possible, based on availability and scheduled in advance.

What We Are Unable To Do:

- We cannot provide startup costs, underwrite expenses, or provide funding or reimbursement for event expenses. The **event organizer is responsible for covering all expenses** for their event.
- We cannot provide mailing lists or contact information for our supporters, staff, families or vendors.
- We cannot provide RMHCDC letterhead.
- RMHCDC **cannot process any credit cards** for your event.
- We are **not obligated for liabilities** related to the event.

Thank you, again, for your interest in planning a fundraising event to benefit Ronald McDonald House Charities® of Greater Washington DC (RMHCDC)!