

OPERATION UNDERGROUND RAILROAD FUNDRAISING/SPECIAL EVENT GUIDELINES AND PROCEDURES

Operation Underground Railroad is a licensed 501(c)(3) organization and is held accountable to the highest ethical standards of fundraising. In completing this form and planning your fundraising/special event, there are guidelines you will be required to follow. Please review the following information carefully.



OPERATION UNDERGROUND RAILROAD

This packet will help you structure a successful fundraising/special event within Operation Underground Railroad guidelines. The enclosed contract must be completed and returned to Operation Underground Railroad for approval.

Thank you for helping us save kids!

Approval Process

Once you have completed the enclosed Fundraising/Special Event Proposal Agreement form (Form A), please sign and submit it to Operation Underground Railroad through your O.U.R. event liaison. If you have not yet received an O.U.R. event liaison, please email jani@ourrescue.org. Your form will be reviewed by your O.U.R. event liaison and they will contact you with any questions. Once this form is received and your fundraiser/event is approved, you may then use the Operation Underground Railroad name for your fundraising/special event.

We promise to make this process move quickly and will return a response to you within two weeks of receiving your completed form. Also included in this packet are additional forms that may be necessary for you to fill out throughout this fundraising process.

Using the Operation Underground Railroad “O.U.R.” Name

- The name “Operation Underground Railroad” may only be reproduced on signs, banners, publications, literature, or other printed materials after consulting our office and receiving written/email consent. All written material about the event or project, including but not limited to letters requesting contributions, promotions, advertisements, tickets, programs, brochures, flyers, and press releases, are to be reviewed and approved by Operation Underground Railroad prior to printing any of the aforementioned items, including use of the O.U.R. logo.
- Any products developed for your fundraiser which incorporate the O.U.R. logo (such as mugs or t-shirts) must first be approved by Operation Underground Railroad.
- The O.U.R. logo may not be altered in any way.
- When abbreviating Operation Underground Railroad to O.U.R., all letters must be capitalized and periods should appear after all three letters.
- Operation Underground Railroad may only be identified as the beneficiary of the event or project. For instance, the organizers may not dub an event or project, “The O.U.R. Walk-A-Thon” or “O.U.R. Wristbands.” The event should be promoted as the “XYZ Walk-A-Thon Benefitting Operation Underground Railroad.”
- Any information distributed, published, or sent using the Operation Underground Railroad name, including but not limited to advertisements and press releases, must first be reviewed and approved of by your O.U.R. event liaison.

Fundraising Methods

Securing Sponsorships/Celebrities for Your Fundraiser

- O.U.R. cannot assist in securing any sponsors for your event. However, we do ask that if you are planning on approaching companies or organizations to acquire donations for your fundraiser, that you first notify your O.U.R. Event Liaison of who you are planning to approach, as we may already have an existing relationship with that entity, and if so, we will advise accordingly.
- A list of O.U.R. sponsors/ambassadors are available on our website. We ask that you do not approach any of these individuals or companies who already provide great support to Operation Underground Railroad, as they have asked that they not be approached with requests from those doing external fundraisers.
- In order to avoid inadvertently jeopardizing existing relationships between Operation Underground Railroad and its donors, you must first receive approval from O.U.R. before soliciting corporations, businesses, celebrities, sports teams, or individuals for cash or in-kind donations relating to your event.

Raffles

- Operation Underground Railroad is not responsible for raffles hosted by external fundraisers.
- Any raffle that is part of the fundraising event must be licensed and permitted. It is your responsibility to investigate rules and regulations in your area. Below are some examples:
 - Print materials must disclose how event organizers can be reached, where the prize came from and the place, date and time of the drawing.
 - Official rules must be printed and available at all times.
 - All prizes must be awarded.
 - You must state the odds of winning, including the maximum number of tickets sold.

Merchandise

- You may order O.U.R. approved clothing/merchandise through the Operation Underground Railroad Store. Please reach out to your O.U.R. event liaison for all options available to you including event swag kits. You will place your order with your O.U.R. event liaison.
- You are responsible to sell all store merchandise once it is received.
- If you plan on creating any additional O.U.R. merchandise with the O.U.R. logo, the proof must be approved by your O.U.R. event liaison prior to printing.

Media/Marketing Material

- O.U.R. is able to provide clips and images for your fundraiser, but you may not alter any clips, images or other material without the prior consent of your O.U.R. event liaison.

Collecting Donations

- Event and project organizers recognize and understand that O.U.R. is not responsible for the negligence or mistakes or errors of your event and project managers. Event and project managers accept responsibility for any and all liabilities incurred as a result of their fundraiser or their actions.
- All money raised on O.U.R.'s behalf must be obtained through legal means. See Form B for instructions on submitting all funds raised for O.U.R.
- Donations payable by checks are to be made payable directly to: **Operation Underground Railroad** or **O.U.R.**
- When submitting any checks to O.U.R. from your event, mark on every check in the MEMO, the event name and date.
- If donor gives cash or uses a credit card and requests a receipt, please complete the attached Cash/Credit Receipt Form (Form C). Let donor know that they will receive a receipt via email once we have received the cash/credit receipt form from you.
- No bank accounts can be opened under the O.U.R. name.
- O.U.R. will not be liable for any costs or expenses.
- No goods may be purchased under the O.U.R. name.
- When organizing a third-party fundraising event where expenses will be incurred, keep costs to a minimum, ensuring a greater percent of dollars raised will go to the mission of our organization. Discuss expenses and reimbursements with your O.U.R. event liaison in advance. Please consider the following:
 - Reduce event costs by having goods donated.
 - Use the following wording when having goods donated, “As XYZ group we are hosting an event in which the net proceeds or _____ percentage of net proceeds will be donated to Operation Underground Railroad.” It is important to make sure the donor is aware that the event is not sponsored by Operation Underground Railroad, but that the O.U.R. organization is the recipient of the raised funds.

Statements About Reimbursements

- Reimbursement from O.U.R. for the purchase of goods used for third-party events is not permitted.
- Have event sponsors write checks to O.U.R. Fill out the Event Sponsorship Deposit Slip Form (Form D). Once we receive the sponsorship checks and form, O.U.R. you will be notified the funds are available to be used. You will connect with your O.U.R. event liaison on how to sue these funds to purchase approved items. This will ensure that your sponsor's checks are tax deductible.
- O.U.R. does not reimburse for services rendered or for hours worked by volunteers unless a preexisting contract is in place.
- Any checks received must represent an outright donation and cannot be used as an exchange for product. O.U.R. will provide receipts for these donations.

Tax Deductions

- Operation Underground Railroad is a 501(c)(3) organization, which means that donations to us are tax deductible to the full extent of the law. Receipts may be available for individual donors.
- This is the legal and proper language to use when discussing tax deductions: ***“Donations to Operation Underground Railroad are tax deductible to the fullest extent permitted by law.”***
- All goods and/or services are received in return for charitable donations (i.e. auction purchases, tokens of appreciation, “giveaways”, meals, beverages, etc.) the fair market value of those goods and/or services should be determined and communicated to individuals prior to their making a donation. The value of goods and/or services will be deducted from the total donation amount to determine the tax-deductible portion of the donation.
- All donations made payable to and received by O.U.R. will receive an official receipt for tax purposes outlining the tax-deductible portion of their donation. Whereas, the name appearing on the check received by the O.U.R. will be used for receipting purposes and that individual, corporation, foundation, etc. will be the eligible party for tax benefits received as a result of the donation.
- Only checks payable to Operation Underground Railroad, and cash donations clearly labeled with the donor's information, will be provided with a tax deductible acknowledgement letter in accordance with IRS and state tax regulations
- If a single sum is sent in to O.U.R., only the individual, organization, etc. whose name appears on the check will receive tax benefits for the donation. Donors contributing in this circumstance should be made aware that their gift will not be acknowledged as a tax-deductible donation to Operation Underground Railroad.

Event Insurance

- If event insurance is required through your venue please contact your O.U.R. event liaison for more details. Two weeks is required to process these requests.
- If event insurance is not obtained, O.U.R. will not be held responsible or liable for this omission.
- Events must comply with all federal, state and local laws governing charitable fundraising, gift reporting and special events.

Resources and Responsibilities

Resources available to you:

We are available to answer your questions and provide support where we can, but please remember that our resources are very limited. We may be able to provide services subject to availability and commitment level. This includes media resources, staff and volunteer support.

How can O.U.R. help?

- We can offer general advice on event or project planning.
- We can provide digital brochures and/or publications for distribution at the event.
- We can provide approved digital imagery.
- We can provide volunteers, if possible.
- We can provide speakers, if possible.

What O.U.R. cannot do?

- We cannot provide any sponsors or celebrities for the event or project.
- We cannot provide insurance and/or liability coverage.
- * *There may be exceptions on a case-by-case basis.*
- We cannot provide funding for expenses and/or sponsorship.
- We cannot provide staff support.
- We cannot provide reimbursements of any kind.

Forms and Contacts

Forms:

Form A: Fundraising/Special Event Proposal and License Agreement

Form B: Internal Donation Deposit Slip

Form C: Cash/Credit Receipt

Form D: Event Sponsorship Deposit

(Note: This Fundraising/Special Event Proposal and License Agreement will not become effective unless and until it is approved by Operation Underground Railroad, as evidenced by the signature of an authorized Operation Underground Railroad representative below.)



Fundraising/Special Event Proposal and License Agreement (Form A)

Operation Underground Railroad (“O.U.R.”) appreciates your interest in holding a fundraising/special event to help us rescue children from sex trafficking. Please fill out this proposal form and indicate your acceptance of the terms and conditions herein by returning a signed copy to your O.U.R. event liaison. If you have not yet received one, please email jani@ourrescue.org. If the proposal is then approved, we will send you a countersigned copy at which time your license to use the Operation Underground Railroad name will become effective.

Event Information	
Event Name	
Event Date	
Event Time	
Event Location	
Event Address	
Briefly Describe the Event	
Budget Information	
Will an admission fee be charged?	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, how much? \$_____
What % of this fee will Operation Underground Railroad receive?	\$_____
Will the event generate other types of revenue, and if so, what % or amount of that revenue will Operation Underground Railroad receive?	\$_____
What participation/resources, if any, do you request from Operation Underground Railroad?	

WE ARE DEEPLY GRATEFUL TO YOU FOR PROPOSING THIS EVENT TO BENEFIT OPERATION UNDERGROUND RAILROAD. IT IS BECAUSE OF GOOD PEOPLE LIKE YOU THAT WE HAVE BEEN ABLE TO BRING HOPE, LIGHT AND A SECOND CHANCE TO SO MANY CHILDREN ALL OVER THE WORLD. THANK YOU FOR HELPING US!



Fundraising/Special Event Proposal and License Agreement (Form A continued)

[Note: This Fundraising/Special Event Proposal and License Agreement will not become effective unless and until it is approved by Operation Underground Railroad, as evidenced by the signature of an authorized O.U.R. representative below.]

Operation Underground Event Liaison Contact Information	
Contact Name	
Contact Phone Number	
Contact Email	
Proposed By:	Approved By:
_____ Signature, Fundraising/Special Event Applicant	_____ Signature, O.U.R. Event Liaison
_____ Print Name	_____ Print Name
_____ Title	_____ Position at O.U.R.
_____ Date	_____ Date



INTERNAL DONATION DEPOSIT SLIP (Form B)

Complete and include this form when turning in cash or checks received during your fundraising efforts.

Make checks payable to O.U.R.

Two individuals must count all cash donations and sign below indicating the correct amount.

All cash needs to be converted into a money order payable to O.U.R.

Mail to:

**Operation Underground Railroad
c/o Tevya Ware
755 South Main Suite 4 #194
Cedar City UT 84720**

Event Name: _____

Event Date: _____

Event Organizer(s): _____

Event Contact Phone: _____

Event Organizer Email: _____

Check Donation Amount: _____

Money Order Donation Amount: _____

Solicitation Code (if applicable): _____

YourRescue Campaign Title/Volunteer Team Name (if applicable):

Cash Count Signature One: _____

Cash Count Signature Two: _____

Cash/Credit Receipt Form (Form C)

If donor gives cash or uses a credit card and requests a receipt, please complete the receipt below. Turn this document into O.U.R. and we will send the donor a receipt via email. (WE KEEP THIS COPY AND EMAIL A RECEIPT TO DONOR)

 <small>OPERATION UNDERGROUND RAILROAD</small> Name: _____ Donation Amount: _____ Mailing Address: _____ _____ Email Address: _____ Phone Number: _____ Cash/Credit (circle one)	 <small>OPERATION UNDERGROUND RAILROAD</small> Name: _____ Donation Amount: _____ Mailing Address: _____ _____ Email Address: _____ Phone Number: _____ Cash/Credit (circle one)
 <small>OPERATION UNDERGROUND RAILROAD</small> Name: _____ Donation Amount: _____ Mailing Address: _____ _____ Email Address: _____ Phone Number: _____ Cash/Credit (circle one)	 <small>OPERATION UNDERGROUND RAILROAD</small> Name: _____ Donation Amount: _____ Mailing Address: _____ _____ Email Address: _____ Phone Number: _____ Cash/Credit (circle one)
 <small>OPERATION UNDERGROUND RAILROAD</small> Name: _____ Donation Amount: _____ Mailing Address: _____ _____ Email Address: _____ Phone Number: _____ Cash/Credit (circle one)	 <small>OPERATION UNDERGROUND RAILROAD</small> Name: _____ Donation Amount: _____ Mailing Address: _____ _____ Email Address: _____ Phone Number: _____ Cash/Credit (circle one)
 <small>OPERATION UNDERGROUND RAILROAD</small> Name: _____ Donation Amount: _____ Mailing Address: _____ _____ Email Address: _____ Phone Number: _____ Cash/Credit (circle one)	 <small>OPERATION UNDERGROUND RAILROAD</small> Name: _____ Donation Amount: _____ Mailing Address: _____ _____ Email Address: _____ Phone Number: _____ Cash/Credit (circle one)



Event Sponsorship Deposit Slip (Form D)

If you are seeking sponsors to help cover the overhead costs for your event, complete this form so all sponsors can receive a tax-deductible receipt. The following steps outline the process for submitting a receiving sponsorship funds.

1. Please collect and record check data on the chart below at least three weeks before funds are needed.
2. Mail this completed form to
Operation Underground Railroad
c/o Tevya Ware
755 South Main Suite 4 #194
Cedar City UT 84720
3. After the checks have been recorded, you will be notified when the funds are available for use. You will work with your O.U.R event liaison and the finance department to approve and make purchases for your event.

Event Information		
Event Name		
Event Date		
Event Organizer Name(s)		
Event Organizer Email		
Event Organizer Phone		
Event Organizer Address		
Sponsor	Check Number	Donation Amount
Combined Check Total		