



Third-Party Fundraiser Policy

Thank you for your interest in hosting a third-party fundraiser for the Writers Guild Foundation! WGF is a 501(c)(3) nonprofit organization associated with, but independent from, the Writers Guild of America, West, and is wholly responsible for its own governing, programming, and funding. The generosity of our supporters enables us to continue our work preserving and promoting the art and craft of screenwriting, and a third-party fundraiser is a thoughtful way for our super-cool supporters (like you!) to help raise funds and awareness for WGF.

The following policy is provided to ensure that you know the responsibilities associated with running a third-party fundraiser and to assist you in your efforts. If you have any questions about this policy, please contact Lawrence Silveira, Director of Development and Operations, at development@wgfoundation.org.

Please note: this application form is not a guarantee of approval. It must be submitted and reviewed to ensure the fundraiser aligns with WGF's mission and the dates do not conflict with our own events calendar, amongst other criteria. Please do not announce or promote your fundraiser prior to approval.

What WGF CAN do:

- Provide a letter of authorization to validate the authenticity of the fundraiser and its organizers
- Provide tax receipts **only** for donations made directly to **Writers Guild Foundation**
- Promote the fundraiser, at our discretion, in WGF's weekly newsletter under our "Friends of WGF" banner used for initiatives led by WGF's partners
- Provide the WGF logo for pre-approved marketing materials
- Provide limited advice and consultation on fundraisers and events

What WGF CANNOT do:

- Provide bank accounts, funding, or reimbursement of your expenses
- Provide tax receipts for donations **not** made directly to **Writers Guild Foundation**
- Allow use of WGF's tax ID number for the organizer to obtain nonprofit discounts or waive tax
- Provide access to WGF's database of donors, supporters, or other contacts
- Assist in logistical details such as event planning, soliciting donations, handling mailings, attending committee meetings, collecting donations, and recruiting attendees and/or volunteers, among other tasks

General Guidelines:

- All third-party fundraisers benefitting the Writers Guild Foundation must be approved in advance. The application form (included below) must be submitted at least six weeks before your fundraiser date.
- As the event organizer, you are solely responsible for all fundraising efforts and logistics. This includes obtaining all vendors (venue, entertainment, food/beverage, etc.); necessary permits, licenses, and insurance; staffing and volunteers; attendees, participants and auction items; and all other fundraising and logistical aspects associated with your event. You are also solely responsible for complying with all applicable laws and regulations, including those related to games of chance.
 - Please note that auctions (live or silent) and opportunity drawings are not considered games of chance.
- WGF will not assume any liability for a third-party fundraiser, including liability for injuries.
- We think WGF is pretty great, and we hope you think so too! Please make sure your fundraiser reflects positively on our mission and work.
 - If at any point it doesn't, WGF reserves the right to decline any fundraising proposal that is not in line with our mission and reserves the right to cancel the fundraiser at any time. WGF will incur no liability for any such cancellation.
- WGF must approve any co-beneficiaries prior to approval of the third-party fundraiser.
- We do our best to have a WGF representative attend third-party fundraising events, but we cannot guarantee attendance of staff, board, or volunteers at your event.

Communications Guidelines:

- Third-party fundraisers should be promoted as benefitting the Writers Guild Foundation, but promotions should not state or imply that the fundraiser is hosted, sponsored, or planned by WGF. For example, a fundraiser may be titled “Cornhole Tournament benefitting the Writers Guild Foundation” but should **not** be titled “The Writers Guild Foundation Cornhole Tournament.”
- Please obtain approval from WGF for marketing materials, text, and logo use prior to being shared publicly.
- We highly value transparency here at the Writers Guild Foundation. Please fully and truthfully state the portion of the proceeds which will be donated to WGF in all marketing, promotions, and contact with donors, sponsors, and participants. The “portion of proceeds” may be stated as a percentage of net proceeds, a portion of a product price, or a fixed amount per sale/transaction.
- We want your fundraiser to be a success, and we want to know how it went! Please send WGF a brief overview of the fundraiser after it has occurred, including number of attendees, total revenue generated, a complete list of sponsors, and photos. We may even post about the event on our social media with this report.

Financial Guidelines:

- The third-party fundraiser organizer is responsible for all fundraiser expenses. WGF will not incur any expenses or provide any funds or reimbursement for third-party fundraisers unless otherwise stated on a case-by-case basis.
- A donation solicited on WGF's behalf is tax deductible **only** when it is made directly and entirely to the **Writers Guild Foundation**. Donors wishing to receive a tax receipt should provide their donation via cash, check, or online with a note recognizing the third-party fundraiser as the solicitor of the donation.
 - Please make checks out to **Writers Guild Foundation**.
 - Please include the donor's name, email, and/or mailing address if donating cash and requesting a tax receipt. If we don't know where the donation came from, we can't provide a tax receipt!
- Tax receipts will not be issued for gifts to any other organization or person; ticket, raffle, auction, or merchandise purchases; in-kind gifts; or any purchase or donation for which goods or services are provided. If your third-party fundraiser requires a contribution for event participation, the contribution will be treated as a ticket purchase, not a donation, and cannot be receipted.
- Please do not establish bank accounts or holding accounts under the WGF name.
- Please do not use fundraiser proceeds as personal profit or compensation for the fundraiser organizer, including fees, commissions, or salaries.
- If requested, please provide WGF with an event plan and/or budget.
- Please send or present in person a check for the fundraiser's net proceeds within a reasonable time frame after the fundraiser has concluded. (Should be no longer than two months.)
- Unfortunately, the Writers Guild Foundation cannot guarantee refunded charitable contributions if an event is rescheduled or canceled.

Fundraiser Policy Form Submission:

- Please complete the form below and email it to development@wgfoundation.org. The application form must be submitted **at least six weeks before your fundraiser date**.
- The average processing time for review is two weeks. Please note that if your form is incomplete or requires further review, additional time will be needed for processing.
- Once approved, congratulations! The approval letter will be sent to you via email and you can start promoting your event.



Third-Party Fundraiser Application Form

Please complete the form below and return to Lawrence Silveira, Director of Development and Operations, at development@wgfoundation.org. This form should be completed at least six weeks prior to your fundraiser's date.

Name:

Organization (if applicable):

Does this organization have 501(c)3 status?

Yes

No

N/A

Email:

Phone:

Address:

City, State, Zip:

Event Name:

Fundraising goal: \$

Location:

Event date(s):

Website (if applicable):

Description of event:

Anticipated number of participants:

Has event been hosted before?

Beneficiaries other than the Writers Guild Foundation (if applicable):

I acknowledge that I have read, understand, and agree to abide by all information and guidelines in the Writers Guild Foundation Third-Party Fundraiser Policy. I acknowledge that if I do not adhere to guidelines, event approval may be revoked and any donated funds may be returned.

Signature:

Date:

Printed Name: