



## Stepping Stone Support (SSS) Fundraising Guidelines

We thank you for your interest in Stepping Stone Support (SSS) and its mission, and for your dedication to raising money to support men and women affected by cancer and infertility. The following guidelines have been developed as a tool to assist you with your project and clarify the assistance that Stepping Stone Support staff can provide for you.

\_\_\_\_\_ agrees to:  
 (Name of individual)

1. Comply with and be bound by the policies and standards of Stepping Stone Support and comply with all applicable Federal and State laws;
2. As a condition of using SSS's name, logo, 501(c) (3) tax exemption, literature, and services, all funds raised, less reasonable expenses are the property of Stepping Stone Support and should be delivered to SSS by the individual in charge of the event (30) days after the fund-raising event.
3. Also, submit a detailed financial accounting of the event, including bank statements, gross income, net income, expense, and any in-kind donations;
4. Advertise clearly on all materials related to the fund-raiser, that all proceeds are raised by the \_\_\_\_\_ organization in support of Stepping Stone Support designated for helping men and women affected by cancer and infertility.
5. Please maintain regular contact with the staff at Stepping Stone Support on progress of the event.
6. Anyone wishing to approach national or international businesses and foundations to solicit funds or grants should coordinate with Renee' Lynn Scott, Executive Director to avoid any duplication of effort.
7. Tax Receipts: Donations received at SSS will be issued tax receipts according to generally accepted policies. If you are depositing checks within your event account, you can submit a list of names, addresses and the amount to SSS and the paperwork will be taken care of for you. If you wish to send your own receipts along with your thank you letters, please check with SSS to make sure that you are following the guidelines.

Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I, the undersigned, acting for the individual, committee, or group holding the fund-raiser, understands that such individual (s) shall conform to all regulations and policies of Stepping Stone Support and that of the Board of Directors of Stepping Stone Support, upon notice, reserve the right to alter the terms of the Agreement and maintains the right to cancel authorization to operate the fund-raiser for any reason deemed by the Board of Directors to be sufficient. The parties agree to be bound by this agreement.

Signed by Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by SSS: \_\_\_\_\_ Date \_\_\_\_\_