

## **Host Your Own Fundraiser Guidelines**

To help you plan your fundraising event, the Family Support Center of New Jersey developed the following guidelines for your fundraiser. Please be sure to follow these guidelines when conducting an event on our behalf.

1. No fundraiser will be considered if it involves taking credit card or financial information over the telephone or internet.
2. You are responsible for all sales, marketing and promotion of the event. This is done so that the Family Support Center of New Jersey staff can focus on the agency's core fundraising activities such as the Mardi Gras and Walk for a Brighter Tomorrow.
3. If you would like to publicize your event using promotional materials such as brochures, or advertising/public relations released to the mass media (newspapers, magazines, radio, TV) and reference the Family Support Center of New Jersey as a beneficiary of funds, please contact Heather Comstock at (609) 392-4900 or [heather.comstock@fscnj.org](mailto:heather.comstock@fscnj.org). We would like to review the materials to make sure they comply with our policies.
4. The Family Support Center of New Jersey is not in a position to supply funding for your event and will not be responsible for any debts incurred.
5. Anybody wishing to receive a receipt from the Family Support Center of New Jersey for tax purposes must make their donation via check made out to "FSCNJ" or process a donation via credit card through our website [www.fscnj.org](http://www.fscnj.org). Cash contributions cannot be verified and therefore we cannot provide a letter certifying the amount of the donation.
6. Before the fundraiser, the organization or individual must complete and submit the Individual Fundraiser Registration Form.
7. We will send you an acceptance letter from the Family Support Center of New Jersey. You must receive this communication before we can move forward with your event.
8. The event host should not use the Family Support Center of New Jersey name to solicit its own sponsors, but can say that the Family Support Center of New Jersey is the beneficiary of the activity.
9. Let the Family Support Center of New Jersey staff know the results of the event.