



## Camp Conquest Community Fundraising Guidelines

Camp Conquest is grateful for the generosity of our supporters in the community who make it possible to provide life-changing camp experiences for children facing special needs, chronic illnesses, and disabilities.

Throughout the year, our supporters host third-party fundraising events of every kind; from bake sales, and car washes to galas and golf tournaments. All events make a difference.

If you are interested in organizing and hosting your own event to benefit Camp Conquest, please review our Community Fundraiser Policies & Procedures listed below. Then, please fill out the form below with a detailed description of your fundraising event. Once we receive your form, a Camp Conquest staff member will reach out to let you know if your fundraiser has been approved.

If you have any questions, please contact our development team at (901) 490-7164. We look forward to hearing from you.

### Community Fundraiser Policies and Procedures

In order to ensure that Camp Conquest's name, image, and reputation are properly represented, we ask that all community fundraisers abide by the following policies. Your cooperation will help us guarantee consistency and quality in the events that ultimately benefit our campers and their families. Thank you again for your efforts!

- Camp Conquest can provide the following support for your fundraiser:
  - Advice and ideas to help you get started
  - Camp Conquest logo and approval of usage
  - Acknowledgement letters and tax receipts for donations made directly to Camp Conquest. Per IRS requirements, we are not able to provide tax receipts for donations not made directly to Camp Conquest.
  - Camp Conquest info sheets and camp stories
  - Assistance setting up a GoFundMe or Facebook page for online donations

Due to the number of requests we receive, Camp Conquest **cannot** guarantee:

- Promotion of your fundraiser to our email list
  - Staff, board member, or volunteer attendance at your event
  - Posters or other displays for your event
  - Auction or raffle items
- While we can provide ideas and advice for your event, we do not have the personnel to handle the organizational and administrative tasks associated with community fundraising events. Therefore, you are responsible for all details of the event including: underwriting all of the related costs, recruiting volunteers to help out at the event, creating flyers to publicize the event, and working at the actual event.
  - The event must be promoted in a manner to avoid statements or the appearance of Camp Conquest endorsing any product, firm, organization, individual, or service. Event names should promote Camp Conquest as the beneficiary of the event rather than the organizer.
  - Camp Conquest name and logo usage must be approved by our marketing staff. Logo will be provided upon request and may not be altered. Please contact our staff if you need a different logo format.

- Camp Conquest should receive a list of targeted sponsors for the event before they are approached to minimize overlap with other Camp Conquest events and/or fundraising campaigns that may be underway, if applicable.
- Camp Conquest can provide informational materials promoting the organization, its mission, goals, and accomplishments. Advance notice is requested regarding the quantities needed for the event. The following items are available:
  - Camp Conquest Info Sheets
  - Camp Conquest stories and testimonials
  - Camp videos
- Event organizers are responsible for obtaining all permits, especially those for raffles and/or games of chance.
- Event organizers must obtain their own liability insurance to cover the event. Camp Conquest must be named as an Additional Insured on all liability policies provided for the event.
- For large scale events, Camp Conquest will need an indemnity agreement stating that you agree to indemnify Camp Conquest from any issues arising from your event.
- Camp Conquest is not financially liable for the promotion and/or staging of community fundraising events.
- Once you have collected your proceeds, please make checks payable to Camp Conquest and write the name of your event in the memo line. All checks can be mailed or delivered to the Camp Conquest office:

PO Box 1025  
Arlington, TN 38002

# Camp Conquest Community Fundraiser Inquiry Form

## Inquiry Form

### Contact Info

First: \_\_\_\_\_ \*

Last: \_\_\_\_\_ \*

Are you raising money as an individual, business or organization/school? (circle one) \*

INDIVIDUAL

BUSINESS

ORGANIZATION

Name of Business (if applicable): \_\_\_\_\_

Email: \* \_\_\_\_\_

Phone Number: \* \_\_\_\_\_

Mailing Address: \* \_\_\_\_\_

City, State & Zip Code: \* \_\_\_\_\_

How did you hear about us? \* \_\_\_\_\_

### Event Info

Event Date and Time: \* \_\_\_\_\_

Event Name: \* \_\_\_\_\_

Event Location: \* \_\_\_\_\_

Please provide a brief description of the event and how it will raise funds/awareness: \*

Will any other organizations also benefit from this event/fundraiser? If yes, please list them:

Will the event be open to the public and would you like it posted on the Camp Conquest calendar? (circle one)

YES

NO

Estimated proceeds to be donated to Camp Conquest? \*

Would you like for us to provide you with Camp Conquest materials to be handed out to attendees & potential donors? If so, how many? \*

Would you like us to provide you with the Camp Conquest Proud Supporter Logo & Logo Guidelines? (circle one) \*

YES

NO