

### FREQUENTLY ASKED QUESTIONS

Thank you for your interest in supporting Franciscan Children's. Your generosity allows us to deliver on our mission to ensure that every child has the opportunity to reach their fullest potential and live their best life, **so every kid can!** Below you will find a list of Frequently Asked Questions that will help you as you plan your event.

#### **1. How do I get started?**

Start with an idea! Celebrate your birthday, bat mitzvah, anniversary, graduation or any special occasion with Franciscan Children's. Encourage family and friends to make a donation to Franciscan in lieu of gifts or plan an event to fundraise for our mission. Once you have an idea, complete the Franciscan Children's Community Fundraising form online, [here!](#)

#### **2. Are there guidelines I should follow when referring to Franciscan Children's?**

Yes. Please note that Franciscan Children's can only be identified as the beneficiary of your event. For example, your fundraiser cannot be titled *Franciscan Children's Birthday Celebration*. Rather, it should be called, *Adam's Birthday Celebration benefitting Franciscan Children's*.

#### **3. Will Franciscan Children's staff help me organize my event?**

Unfortunately, we are unable to help organize your event. However, we are happy to assist where we can by providing templates and promotional material, if our inventory allows.

#### **4. Do I need to create a 501c3 (non-profit) organization to organize a fundraiser?**

No! To create a fundraiser benefitting Franciscan Children's, please simply complete the Community Fundraising form online, [here](#), for our approval.

#### **5. Can Franciscan Children's provide donation forms, brochures, flyers, and/or other materials for my event?**

Absolutely! We are happy to provide you with existing materials and collateral if our inventory allows. Please note that this is specific to printed materials and does not include items such as tables, chairs, audio/visual equipment, etc.

#### **6. Can I use the Franciscan Children's logo in promotional materials for my event?**

Yes, please feel free to use the Franciscan Children's logo on your event's promotional materials. However, our logo cannot be manipulated in any way. Once your event has been approved, you will be sent the official Design Guidelines and logo for use. Franciscan Children's must review any material with our name and logo before it's printed or distributed, including your event website and flyers. Please send any material using our name and/or logo to [EAnderson@FranciscanChildrens.org](mailto:EAnderson@FranciscanChildrens.org) for review before distributing.

### **7. Will a Franciscan Children's representative or staff member be able to attend my event?**

When possible, Franciscan Children's staff loves to attend community fundraisers! However, because of the large number of events, we cannot attend every one. We cannot guarantee staff availability or attendance on the day of your event. If you'd like us to attend an event, please send a request to [EAnderson@FranciscanChildrens.org](mailto:EAnderson@FranciscanChildrens.org).

### **8. Can I hold a raffle at my event?**

To legally conduct any gambling activity or "game of chance" in Massachusetts, including raffles, bazaars, and "casino night" events, your organization must maintain 501c3 status and acquire a permit from the clerk of the city in which the fundraiser will take place. For additional information, please visit the Department of the Attorney General's website.

### **9. Can I hold an auction at my event?**

Yes! You can absolutely host a silent or live auction. Please note, when advertising any items in any auction, you must display the fair market value. Items cannot be priceless because the donor will not be eligible for a tax receipt. Franciscan Children's will only issue IRS-compliant tax receipts if the donor pays beyond the fair market value and if payment is made directly to Franciscan Children's.

### **10. Can I use the Franciscan Children's tax-exempt status when purchasing event materials?**

Third-party event organizers cannot use our tax-exempt status. While we understand that planning an event may come with various costs, we are unable to share our tax-exempt status.

### **11. Will I be paid back for expenses I've incurred?**

You are responsible for covering your event expenses and will not be reimbursed by Franciscan Children's. If you have incurred expenses, please deduct these from the funds raised prior to sending your final donation check. Please note, your expenses should not exceed 30% of funds raised.

**12. If my event attendees donate to Franciscan Children's directly, will staff provide me with donor names and gift amounts?**

Yes, if the donor specifies the Community Fundraiser and would like an acknowledgement from the event, the event organizer may request a list of event donors that includes names, gift amounts, and contact information for a Thank You. Please note, because of the number of community fundraisers we support, we will try our best to respond to all inquiries in a timely matter. If you created a fundraising page via our campaign on Classy, please log into your account for donor information. You will receive more details on how to create and use your fundraising page once your event has been approved

**13. Can I provide tax receipts or acknowledgment letters on behalf of Franciscan Children's?**

Only donations made directly to Franciscan Children's will receive an individual receipt as IRS regulations require that tax receipts come from Franciscan Children's. If the event organizer collects donations and would like individual receipts, he/she will be responsible for itemizing and listing each individual's donation; otherwise, we will provide one (1) receipt acknowledgment to the event organizer.

**14. How soon after the event must I submit the off-line funds that have been raised?**

Within thirty (30) days of the event. Make a note of your event on the memo line and send the check(s) to:

Franciscan Children's  
Attn: Advancement  
30 Warren Street  
Brighton, MA, 02135

**15. Do I need to make Franciscan Children's aware that I am planning to solicit sponsorships/in-kind donations from area businesses?**

Yes. Franciscan Children's takes great care to foster relationships with our donors and sponsors. In order to avoid duplicate solicitations, we ask that you provide a list of

prospects you are planning to solicit. That list can be sent to Elizabeth Anderson at [EAnderson@FranciscanChildrens.org](mailto:EAnderson@FranciscanChildrens.org). Please do not solicit any businesses or companies until you have heard back from our staff in regards to your list.

**16. Does Franciscan Children's provide event insurance?**

No, you are responsible for obtaining any permits or insurance.

**17. Can Franciscan Children's post my event on their social media pages such as Facebook and Twitter?**

Franciscan Children's only uses our Facebook and Instagram channels to publicize events in which the event organizer is also a sponsor of one of our signature events which are hosted throughout the year. However, we greatly appreciate the efforts and enthusiasm of all our supporters and partners and can publicize your event via our Twitter page.

**18. Can I post about my fundraiser or event on my social media page?**

Please do! Make sure to include a link to your event page or personal fundraising page to make it even easier for your friends and followers to make a donation!

**19. Can I designate proceeds from my event to a specific unit or department?**

Any funds raised through community fundraisers will go to the Area of Greatest Need. Each and every donation, from \$1 to \$100,000 makes a significant impact on the lives of the children and families we serve. Thank you for hosting an event to support Franciscan Children's, ***so every kid can!***

**Still have questions?** Contact Elizabeth Anderson at [EAnderson@FranciscanChildrens.org](mailto:EAnderson@FranciscanChildrens.org) or at (617) 779-1159. Thank you for supporting Franciscan Children's, ***so every kid can!***