

## **Fund-Raising Frequently Asked Questions**

Thank you for your interest in supporting the mission of The Family Resource Network. Your efforts will allow us to continue serving individuals and their families living with developmental disabilities and chronic illness.

### **1. Do I have to register my third-party event with The Family Resource Network?**

Yes. To protect the hard-earned reputation of The Family Resource Network the organization associates exclusively with quality third-party events. Third-party fundraising event organizers must also agree to comply with The Family Resource Network policies.

### **2. How can I register my third-party event?**

Visit [www.familyresourcenetwork.org](http://www.familyresourcenetwork.org) and select "Host Your Own Fundraiser." Please read and complete the third-party registration form, which describes the conditions under which third-party fundraising can be held. Please include the date and location of the event, a description of the event and the event organizer's name and contact information. You may also contact Heather Comstock at (609) 392-4900 or [hcomstock@familyresourcenetwork.org](mailto:hcomstock@familyresourcenetwork.org).

Your third-party event is not authorized until you receive express approval from The Family Resource Network. We reserve the right to decline any offer to hold a third-party event.

### **3. Can I conduct a third-party fundraising event if I am under 18 years old?**

Yes, but your parent or guardian must sign the third-party registration form on your behalf.

### **4. Can friends or family members make a donation to The Family Resource Network in lieu of gifts for my anniversary, wedding or birthday?**

Yes. These donations can be made directly to The Family Resource Network by calling 1-800-FRN-2345, by mailing a check to The Family Resource Network's administrative office at One AAA Drive, Suite 203, Trenton, NJ 08691 or by donating online through our website at [www.familyresourcenetwork.org](http://www.familyresourcenetwork.org). Please ask friends and family members to indicate that their donation is in honor of your wedding/anniversary/birthday.

### **5. Will The Family Resource Network staff be able to help me organize my third-party fund-raising event?**

Unfortunately, we don't have the resources to assist, as The Family Resource Network staff work year-round in support of our community-wide events such as the annual Mardi Gras Celebration, EFNJ North Golf Classic, AFSNJ Seaside Soiree and Walk for a Brighter Tomorrow.

### **6. Can The Family Resource Network assist in covering any costs associated with my event?**

Unfortunately, The Family Resource Network does not have the funds to pay any costs associated with third-party events.

**7. Will The Family Resource Network provide a representative to attend the event?**

The Family Resource Network staff make every effort to send a representative upon request to a third party event whenever possible. While we cannot guarantee that all events can be staffed with 10-12 weeks notice most requests can be filled.

**8. Can The Family Resource Network provide materials such as brochures and donation forms?**

Yes. With advance notice staff can provide these materials if they are available.

**9. Can I use The Family Resource Network logo in any promotion for my event?**

If someone wishes to include The Family Resource Network logo in an event flyer or invitation an electronic copy of the materials should be emailed to Heather Comstock at [hcomstock@familyresourcenetwork.org](mailto:hcomstock@familyresourcenetwork.org). Once the design has been approved the FRN logo will be inserted into the document and emailed to the sender for distribution.

**10. Can I provide receipts or an acknowledgement letter from The Family Resource Network?**

Only those donations sent directly to The Family Resource Network will be receipted/acknowledged individually. We can provide one acknowledgement for the event coordinator, but IRS regulations do not allow receipts to be given by anyone but FRN staff members.

**11. If my participants donate directly to The Family Resource Network, can staff provide me with their names and amounts donated?**

The Family Resource Network can provide the event organizer with a list of names of those who donated on behalf of their event, however due to confidentiality issues we will not release the amount donated.

**12. Can I use The Family Resource Network's tax-exempt status when purchasing materials?**

No. Third-party event organizers cannot use The Family Resource Network's tax exemption status in conjunction with the event. However, The Family Resource Network staff can provide a verification letter confirming the organizer's intent to raise funds for The Family Resource Network.

**13. How soon after the event must I submit the funds that have been raised?**

Within 14 days of the event, send the check to The Family Resource Network at One AAA Drive, Suite 203, Trenton, NJ 0891. We will provide you with a single acknowledgment for the event proceeds.

Thank you for your interest in supporting the mission of The Family Resource Network. For more information about third-party fundraising, please contact [hcomstock@familyresourcenetwork.org](mailto:hcomstock@familyresourcenetwork.org) or call 1-800-FRN-2345.