

Community Fundraising Guidelines



- All organizers must complete the MDSC Community Fundraising Application.
- Fundraisers should complement the mission of the Massachusetts Down Syndrome Congress (MDSC)
- The Massachusetts Down Syndrome Congress can only be identified as the beneficiary
Correct: Annual Buddy Ride benefiting the Massachusetts Down Syndrome Congress
Incorrect: Massachusetts Down Syndrome Congress Annual Buddy Ride
- The MDSC reserves the right to request additional information before approving a fundraiser
- The organizer is responsible for obtaining any permits and a certificate of insurance if required by local, state, and federal laws
- The organizer is not permitted to open a bank account in the name of the MDSC
- The organizer is responsible for covering all expenses up front, and the MDSC does not provide reimbursement for any losses incurred. Expenses can be paid back out of the proceeds before sending the final donation to the MDSC.
- The estimated cost per dollar raised should be 50 percent or less. The MDSC strongly encourages expenses to not exceed 30 percent.
- If there is more than one beneficiary, the exact percentage or amount of proceeds that benefit the MDSC must be clearly stated on all materials
- Upon approval, you will have authorization to use the MDSC name and logo on all of your marketing pieces. The MDSC must review all pieces that have the MDSC name and logo before it's printed, distributed, or made available online.
- All proceeds need to be made payable to the MDSC and mailed within **30 days** of your fundraiser. Please don't send in cash.
- The MDSC will issue IRS-compliant charitable tax receipts to the full extent of the law if the gift is made payable directly to the MDSC. Please do not guarantee any kind of tax receipt to your donors as issuing an inappropriate receipt can put MDSC charitable tax status at risk.
- When conducting a silent or live auction, the fair market value must be disclosed. No item can be listed as "priceless" since we will not be able to issue a tax receipt to the donor. The MDSC can only issue IRS-compliant tax receipt if the amount paid is beyond the fair market value and if the payment is made directly to the MDSC.
- The MDSC reserves the right to decline approval or withdraw as beneficiary at any time if we feel there is a conflict of interest or the fundraiser no longer aligns with MDSC standards.

To register your community fundraiser today, please visit <http://mdsc.kintera.org/communityfundraiser>