

FUNDRAISING NOTES FOR MEDICAL TRIPS SUPPORTED BY CAPITOL CITY MEDICAL TEAMS

(revised 6-5-18)

Thank you for your willingness to help others in need by volunteering your skills and time on your upcoming trip. I think you will find it a very rewarding experience.

Before you can do any fundraising, make sure **your team leader** has filled out the Capitol City Medical Teams Team Application Form. It's available on our website in the forms section at www.ccMedicalTeams.org.

Your medical trip will cost around \$1,500 - 2,000 for airfare, lodging, food, and other expenses. Add more if your team is sharing the cost of the medical supplies. Some people find it helpful to do some type fundraising to help pay for their trip. Since you're working with Capitol City Medical Teams, a 501c3 non-profit corporation, you can do some fundraising for your trip and the donations can be tax deductible for the donor if you follow some simple procedures. (A list of fund raising ideas is provided below on another page.)

No matter what type of fund raising you do, have people write checks or donate using our website instead of giving cash whenever possible. Checks are traceable and cash is not. Checks almost always have the address of the donor on them so thank you letters/tax receipts can be sent to the donor as well.

Please keep in mind that due to IRS regulations, ALL donations become the property of Capitol City Medical Teams.

No matter what event you have, you will need to follow the steps below to obtain the money raised.

1. After your trip you will need to submit receipts of mission related expenses. (A separate instruction sheet and summary form will be provided for you.) These expenses will be reviewed and a check will be issued to you for your approved expenses up to the amount that you have raised.
2. If you have more approved expenses than money raised, then you will be sent a check for what you have raised and a letter stating the value of your in-kind donations to Capitol City Medical Teams. (The in-kind value is the difference

between what you spent and what you raised.) This in-kind value can then be deducted on your tax return like a cash donation.

3. If you raised more money than you have expenses, this creates a special situation. Since your donor made the donation with the recommendation that the funds would be going to help fund your trip, Capitol City Medical Teams works hard to honor that request. So, there are some options:

- A. The extra funds can be kept for a future trip for you or allocated to someone else.
- B. The surplus donations can be used for the general purposes of Capitol City Medical Teams and the furtherance of its goals.
- C. The surplus donated funds can be refunded to your donors and the tax deduction that was granted will need to be adjusted.

It would just be a lot simpler if you don't raise more money than you plan to spend. Options A and B are preferred over option C since it is confusing to donors and more time consuming to deal with than the other options. Technically an amended tax return may be needed to be filed if option C is selected.

FUND RAISING ACTIVITIES

(revised 10-2-17)

Below are some different ideas to help you raise money for your trip.

1. HOST AN OPEN HOUSE

Invite people to an open house where they can learn about your upcoming trip. If possible a representative of Capitol City Medical Teams can assist in the presentation as well as provide an overview of our organization. Then people can decide if they want to support you. It's nice to have some food and beverages at the event. After the trip, you can host another open house or send information to the donors about what you did.

2. SIMPLY ASK PEOPLE FOR DONATIONS

The easiest way to raise money for your trip is to simply ask people if they would like to make a donation for your trip. If they do, have them write a check payable to 'Capitol City Medical Teams' with 'recommended for (add your name)' in the memo line or donate on our website.

Donors can send the checks directly to Capitol City Medical Teams at:
3275 Crestview Dr. S., Salem, OR 97302.

If the checks are sent directly to you, copy all of the checks for your own records, then send the checks to Capitol City Medical Teams when you no longer want to retain the checks or after you have completed fundraising. Please make sure the address of all the donors is included with the donations. Usually the address is included on the checks, but not always.

DONATING ELECTRONICALLY

Below are the steps you may want to share with your prospective donors for them to donate electronically on our website. Please keep in mind that Paypal charges around 2.2% of the donation and that fee will be deducted from the donation. (If the donor plans on making a large donation, you may want to encourage a donation by check instead of electronically.)

1. Go to <http://ccMedicalTeams.org>.
2. On the right menu bar, click on 'Donations'.
3. Click the first yellow 'Donate' button.
4. Click on '\$' and enter the donation amount.
5. Click on donate with (credit) card. (If you have a Paypal account, select Paypal and follow its prompts instead.)
- 6. Click on the blue circle with a '+' on the inside to add additional information.**

- 7. The additional information you should type in is: ‘Recommended for (insert the name of the person whom you would like to receive the money.)’**
 8. Scroll down and enter your credit card information and other data.
 9. Click the box to share my mailing address with Capitol City Medical Teams. (By sharing your address, a tax receipt can be addressed and sent to you.)
 10. Click on ‘Donate Now’.
- Donation Complete. Thank you!

OTHER INFORMATION

Capitol City Medical Teams will deposit the funds in its account and send thank you letters/receipts to your donors. A record of the donations will be accounted for in our records. The name of the donor and the amount will be sent to you.

Many people are very generous when it comes to a people they know working on a worthy cause. If you inform them about your trip and get them interested, many people are excited to participate vicariously in your trip. This is especially true if you keep them informed about what you will do, are doing, or have done. You can refer prospective donors to the Capitol City Medical Teams website at www.ccMedicalTeams.org for them to get a feel for what you are about to do. You can often email or even blog about your trip as it's happening. Sending thank you notes or sharing pictures about what you did are usually appreciated and furthers interest and support in your next trip.

3. GARAGE SALE

Some people have a garage sale to raise money. They may simply sell unwanted items from their house or they may involve neighbors and friends donating items or helping conduct the sale. (If someone helps you, they may NOT deduct the value of their donated time on their tax return.)

Donation slips can be given to donors so they can deduct the value of the donated items. You may also receive a donation slip for your donated goods. This situation operates much like making a donation to Goodwill or other thrift store. Someone brings items to donate. A list of what was donated is written on a form. The DONOR then gets to decide the value of the donated items. Our organization simply affirms that certain items were donated. We DO NOT put a value on the donated goods.

In the event that someone donates an item that they believe is greater than \$250 in value, the donor must submit IRS Form 8283 with their tax return. (An easy way to determine if the value of the item is over \$250 is simply to observe what the item sold for at the garage sale.) This form MUST be signed by an agent

of Capitol City Medical Teams. The form is available at www.irs.gov or you can ask for a form from Capitol City Medical Teams.

In the event that a donation is greater than \$5,000 (like this will ever happen) and the donation is not stocks or bonds, then the donor will need to get an independent appraisal from a qualified appraiser of the item. Form 8283 will still need to be used. For a few other special items, some more complicated rules apply, but these items will not very likely to be encountered at a garage sale. If they come up, you will know you should contact us.

Capitol City Medical Teams has donation forms available for use.

Forms need to be completed in duplicate - one for the donor and one for Capitol City Medical Teams. (Try to find some carbon paper to make the second copy. Sorry, we do not have NCR forms.) It's important to use the forms because the forms contain the required information and Capitol City Medical Teams must acknowledge that no goods or services were received in return for the donation.

Make sure to number the forms in the order in which they are used. If you make a mistake on one, DO NOT throw it away. Just write 'VOID' on it.

When completing the donation form, you can lump together things like a box of children's clothing or box of kitchen utensils. A more expensive item, like a donated TV, should have the brand name, year made if available, and special features. Just remember, the more expensive the item, the more detail it should have. The IRS wants to know these things!

You do NOT give donation slips to people who purchase garage sale items because they are not making a donation. They are paying "the fair market value" for an item at a garage sale. However, if they want to make a donation, have them use a separate check otherwise more paperwork will need to be generated. Ugh!

After the garage sale, the donation forms and money raised should be sent to Capitol City Medical Teams in the form of a check or electronically.

4. BINGO, RAFFLES, AND OTHER GAMING

Believe it or not, gambling is illegal in Oregon! If you are hosting the event in another state, please contact our offices.

The Oregon Attorney General's Office may permit certain nonprofit organizations to conduct gaming activities. However, a license may be required to conduct such an activity.

The Attorney General's Office does exempt certain activities from needing a license. These include the following:

- Bingo/Monte Carlo/Raffles where the total amount of sales revenue (called the handle) is no more than \$2,000 per event and no more than \$5,000 per calendar year.

- Raffles with a handle of no more than \$10,000 per calendar year are also exempt from needing a license.

With the above items kept in mind, you could seek donations for items to raffle and then sell tickets.

5. AUCTION, CONCERT, OTHER LARGE EVENT

Please contact Capitol City Medical Teams before you plan a large event. They are very involved and can be very costly if not done well. Liability issues also come in to play so insurance may need to be purchased. Two sources of liability insurance are:

TheEventHelper.com

EventsNow.com

A FEW MORE COMMENTS ABOUT FUND RAISING

Below are some things you need to keep in mind when fundraising.

ALL DONATIONS AND SALES REVENUE MUST BE DEPOSITED INTO THE CAPITOL CITY MEDICAL TEAMS ACCOUNT.

In order for donations to be tax deductible, they must be deposited into the Capitol City Medical Teams account. As a 501(c)3 non-profit corporation, we have the authority to grant tax deductions for donors. Individuals do not have this authority no matter how worthy the cause or charity.

MAKE CHECKS PAYABLE TO 'CAPITOL CITY MEDICAL TEAMS'

Banks refuse to cash third party checks.

Please remind people that 'Capitol' is spelled with an 'o' at the end.

AVOID ACCEPTING CASH

Cash is more difficult to track. Checks leave a trail that can be traced in case there are any questions.

AT FUND RAISING EVENTS, HAVE TWO PEOPLE STAFFING THE CASH BOX

To prevent theft, you should always have two people at the cash box at all times. You should put in some type of checks and balance into your activity.

FUND RAISING PROBLEMS

If you do a fund raising activity where you are giving something back to the donor, the fair market value of the gift must be deducted from the donation and only that amount over the gift value is tax-deductible. For example, if you decide to invite some friends over for dinner with the purpose of asking them for a donation and each person writes a check to Capitol City Medical Teams for \$50 to help fund your trip and the value of the dinner is \$10, then only \$40 of the donation is tax deductible. It's a lot easier to simply ask for a donation and then have your friends over for dinner at another time.

SPECIAL FUND RAISING PROJECTS

If you have some special fund raising project you would like to try, please contact Capitol City Medical Teams to discuss it before you get started. We need to make sure it complies with several laws and regulations.

GOOD LUCK!!