

Outside Fund Raiser Guidelines

- A “Fund Raising Event Form” must be filled out and submitted to the House informing the staff of your event. Forms are available by calling 716-883-1177.
- When listing the House as beneficiary, all references need to be our complete name: “Ronald McDonald House Charities of Western New York”.
- For posters, flyers, etc., please list one of the following that applies to your event:
 - *“Proceeds to benefit the Ronald McDonald House Charities of Western New York”*
 - *“A portion of the proceeds to benefit the Ronald McDonald House Charities of Western New York”*
 - *“To benefit the Ronald McDonald House Charities of Western New York”*You may **NOT** state: *“Sponsored by the Ronald McDonald House Charities of Western New York”*.
- If 100% of the proceeds are going to benefit the Ronald McDonald House, or if you are soliciting donations on behalf of the House, please have all donors/participants make their checks/money orders payable to “Ronald McDonald House Charities of Western New York”.
- If you would like to use the Ronald McDonald House Charities of Western New York’s logo, you must request permission and artwork from the House. All copies of posters, flyers, tickets, forms, etc. must be approved by the Executive Director of the Ronald McDonald House Charities of Western New York **BEFORE** printing or distribution.
- Any letters of solicitation on our behalf need to be verified and approved by the Executive Director of the Ronald McDonald House Charities of Western New York **BEFORE** mailing or the event.
- If you would like to list our address and phone number for information or questions, please inform us, and list as:

Ronald McDonald House Charities of Western New York
780 West Ferry Street
Buffalo, NY 14222
Phone: 716-883-1177
Fax: 716-881-9312
- You are required to submit a Certificate of Insurance for General Liability in the amount of one million dollars with the Ronald McDonald House Charities of Western New York listed as an additional insured.
- If you would like a representative from the Ronald McDonald House to attend your event, check presentation, or photo opportunity, you must call the office in advance to schedule an appointment. We will do our best to attend. *Ronald McDonald* is not a representative of the House. He is paid for appearances and is booked months in advance.

Any other questions please call 716-883-1177.



of Western New York

Ronald McDonald House Charities of Western New York

780 West Ferry Street, Buffalo, New York 14222 Phone: (716) 883-1177 Fax: (716) 881-9312
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