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**Before you begin… A quick guide to fundraising best practices**

First, a big THANK YOU for thinking about organizing a fund-raiser. Our volunteer-driven fundraisers have generated more than $700,000 a year for the Society, a very significant percentage of our overall income. Thanks to volunteers like you, we have more than doubled the amount of funding we have been able to direct towards research.

Fundraising events create wonderful opportunities, but they also involve some risk. To maximize the former and minimize the latter, PLEASE review these guidelines. We have had a lot of experience and want you to benefit from it!

1. If you are planning an event, please notify the Society. We need to be aware of events that are being done on our behalf. Call 781-301-6649.
2. Please review, sign and return our **Fundraising Event Organizer’s Agreement.**
3. If you want your donors to be able to claim a tax deduction, you must set up payment processing through the FSH Society.
4. Event expenses will be covered by the FSH Society. We do not want volunteers to incur financial risks on our behalf. It is also important for us to understand the real costs of any event. Thus vendors should invoice the Society directly, and you should file expense reports for out-of-pocket expenses so that you can be reimbursed.
5. Because the FSH Society is covering expenses, it is essential for you to **prepare a budget**, with an accurate estimate of expenses and projected revenue, and obtain FSH Society approval before you proceed. If unexpected expenses or opportunities arise along the way, please let us know ASAP. If you wish to cover expenses out or your own pocket, you may do so and treat it as an in-kind donation to the FSH Society. ***IMPORTANT: The FSH Society cannot be responsible for expenses that were incurred without prior approval of the Society.***
6. Review event details with the FSH Society to ensure you are in compliance with state and local regulations. The Society also provides liability coverage for your event, so we need to communicate these details to our insurance provider.
7. Communication is key!