



# Fundraising - Frequently Asked Questions

## EVENT EXPENSES

### **Will PSC Partners provide funding for my event or reimburse me for my expenses?**

PSC Partners is not liable for any expenses or costs associated with the event. Any expenses incurred in planning, during or after the event will be the sole responsibility of the individuals contracting to raise funds for PSC Partners. The following suggestions are related to expenses:

- Can event expenses be reduced by getting goods/services donated? This wording may help when asking for donated products/services: "I am a part of (Event/Group name). We are organizing an event in which a portion (or all) of the proceeds will benefit PSC Partners Seeking a Cure."
- PSC Partners will provide acknowledgement letters for donated items stating the description, not the value of the donated items. You will be responsible for providing the donor's contact information as well as the description of the gift.
- If you are unable to get goods and services donated, consider if the event is going to generate enough cash/revenue to pay for the expenses and still make a donation to PSC Partners.

### **As an event organizer, can I use PSC Partners' Sales Tax Exemption or Federal ID Number to purchase items for the event?**

Independent fundraisers may not use PSC Partners' Colorado State Sales Tax Exempt or PSC Partners Federal Identification Numbers when purchasing goods or services for a fundraising event. State and Federal tax laws state groups and/or individuals raising funds independently to later provide financial support to PSC Partners are prohibited from claiming exemption from the state and any other applicable taxes on such purchases.

### **Can event organizers be compensated for their services?**

The sponsors or individuals involved with the event may take no fees, commissions, or salary.

### **Can I open a bank account to collect funds received?**

NO BANK ACCOUNTS can be opened under or in connection with the PSC Partners Seeking a Cure's name. Only payments made directly to PSC Partners or via a qualified approved organization (such as Firstgiving or the PSC Partners' website) will be provided with a tax-deductible acknowledgement.

## DONATIONS AND TAX DEDUCTIBILITY

### **How can donations be made to PSC Partners?**

There are several ways for PSC Partners to receive funds:

1. To make a tax-deductible donation, checks must be payable to **PSC Partners Seeking a Cure**.

**Please send all donations to:** PSC Partners Seeking a Cure  
5237 S. Kenton Way  
Englewood, CO 80111

Please state if your check is in honor of or in memory of someone and **include their address and email** so we can send them an acknowledgement of your donation. **Also include your email for acknowledgements and receipts.** (We love saving on postage and using the funds towards our mission!)

2. To donate via the PSC Partners' website with a credit card, go to:

<https://app.etapestry.com/hosted/PSCPartnersSeekingaCure/OnlineDonation.html>

**Please remember to tell your donors to include your name/event in the memo section of their checks or payments.** Often, this is the only way we can know the donation is part of your fundraiser.

3. Some fundraisers utilize fundraising companies (like FirstGiving, Network for Good, Just Give) by creating personal fundraiser pages. These companies can streamline the payment process and assist with monitoring donations and provide donor receipts. **Let us know if you are setting up a page that designates PSC Partners Seeking a Cure as the beneficiary so we can confirm funds designated to be received.** Be aware of the fees charged to process donations they can vary greatly from site to site.

### **How can donors receive a tax-deductible receipt for their donation?**

Official tax receipts are only generated by PSC Partners. PSC Partners will send a donation receipt for all funds directly received either by check or through the PSC Partners' website. **Please be sure that donor information, email and contact data is submitted with the donation** so we can properly acknowledge all donations. **Also remind your donors to list you or your event in the memo section of their donation.**

Please be aware and communicate with your supporters that the following items are NOT tax-deductible: raffle or payment for gaming-style activities, donations of services, auction purchases. Donations made to an organizer or other source will only be sent a general acknowledgement letter with no value attached. PSC Partners must be provided with donor contact and donation information in order to send these letters. For each contribution of \$250 or more by an individual donor, you agree to provide individual donor and donation information (including donor name, address, e-mail, and amount of contribution) to PSC Partners for the purpose of donor acknowledgement.

### **Can a supporter make a donation and remain anonymous?**

PSC Partners will accept a donation and keep the identity of the donor anonymous to the extent permitted by law. We hope to always honor the intentions of our donors and respect requests for anonymity. If a donor wishes to remain anonymous, please communicate these wishes when submitting the donation. We are required to keep records of all donations made to us and will provide receipts according to the type and level of support.

### **Do you have information about PSC and PSC Partners that can be handed out at the event?**

Yes. PSC Partners has several types of information available anytime for free download from our website. These flyers are presented especially for fundraisers and groups wanting to learn more about PSC and PSC Partners. These handouts and brochures are available on our website at <http://www.pscpartners.org/brochures> These flyers include but are not limited to:

- PSC Partners Fundraising Flyer: Use this flyer to describe PSC to potential donors to explain why we want to find a cure. (available as a download only)
- PSC Partners Website Information Flyer: Spread the word about our website! Print copies of this flyer and give to your medical team, support groups and others who might be interested in PSC. (available as download only)

In addition we have a Donor Card available to be handed out at your event or included in any mailings. This can be found at: <http://www.pscpartners.org/sites/default/files/files/pdfs/Donor-card.pdf>

Please note that the other brochures that are available on our website are designed more for PSC patients and medical providers.

If you have any questions about these guidelines or FAQs, please contact the PSC Partners' office at 303-771-5227 or email us at [contactus@pscpartners.org](mailto:contactus@pscpartners.org)