

## Guidelines for Fundraising On Behalf of Catholic Relief Services

**Thank you for fundraising on behalf of Catholic Relief Services.** Catholic Relief Services (CRS) is the official international humanitarian agency of the Catholic community in the United States. For more than 70 years, CRS has been providing expertise and compassion to the very poorest of our brothers and sisters in 101 countries on five continents. Our work helps feed hungry families, provides health care and clean water in remote villages, helps farmers to grow better crops, protects orphans and vulnerable children, and allows for an immediate response to emergencies. We reach almost 100 million people without regard to race, religion or nationality.

### General Guidelines

- Events that conflict in any way with CRS' mission, Catholic teachings or other program priorities are not allowed.
- CRS does not accept nonmonetary contributions of items like food or clothing.
- CRS cannot sponsor or solicit contributions for events.
- If you solicit donations of goods and/or services for an auction or other event, clearly state that you are soliciting for an event that will benefit CRS, not directly for CRS.
- It is recommended that any vendor involved in the event provide evidence of insurance.
- If you choose to serve alcohol during your event, the responsibility of serving it should remain with a third party. Proof of age is required, and signs should be posted to that effect.

### Financial Guidelines

- Donations to CRS are tax-deductible. We generate tax receipts for all monetary donations given directly to us.
- CRS cannot provide tax receipts for donations made to a third party. CRS cannot provide tax receipts for goods (e.g., items for auction) or services (e.g., donated advertisements, printing) donated to your event.
- If collecting individual checks, **mail your donation with the donation form below** Each donor can make their check out to **Catholic Relief Services** and put **R1ECOM** in the memo line. **If you are collecting cash, please submit one check.** Tax receipts will be sent to the names and addresses on the checks.
- All promotional materials must clearly state what percentage (or dollar amount) of the sales or admission price will be donated to CRS. You must state that your event is "benefiting CRS" or a "donation will be made to CRS" as opposed to stating that "a portion of the proceeds will support CRS."
- CRS cannot cover expenses incurred in the production of the fundraiser.
- CRS reserves the right to audit all event revenues and expenses to ensure we comply with U.S. tax regulations. Please save all receipts in the event that you are audited.
- CRS cannot send a letter that states we have received funds in anticipation of their actual receipt.
- CRS cannot send letters stating we have received goods or services on behalf of an event organizer.

### Logo Use Guidelines

- In connection with your fundraiser, you may use the CRS name and logo, subject to the following terms and conditions:
  - You may not change or alter the logo in any way.
  - If the event benefits more than one charity, the CRS logo should appear in the same size as the other charity's logo.
  - CRS reserves the right to revoke the use of the logo at any time.

### Legal Guidelines

- CRS cannot sign documents that make us legally responsible for any portion of an event.
- You are responsible for securing all necessary insurance, permits and authorizations to carry out your fundraiser.
- Charitable fundraising is a regulated activity in many states. You are responsible for ensuring that you are in compliance with federal, state and local regulations.
- Please visit our website at [crs.org/privacy](https://crs.org/privacy) to obtain a copy of our Privacy Policy.

Donation Form is attached below.

**Thank you for your work on behalf of CRS!**



# Donation Form

Donor Name:	
Street Address:	
City, State Zip:	
Email:	

Community Giving Donor Organized Event  
Appeal Code: **R1ECOM**

Please mail this form with your donations to:

**Catholic Relief Services**  
**P.O. Box 17090**  
**Baltimore, MD 21297-0303**

## INSTRUCTIONS

- All checks are to be payable to **Catholic Relief Services**.
- Please convert cash to a check or money order.
- Write **Community Giving and R1ECOM** on all of the checks in the memo line.

## DONATIONS BY CHECK

Please list all enclosed checks by number and donation amount

Check Number	Donation Amount	Check Number	Donation Amount	Check Number	Donation Amount
Check Number	Donation Amount	Check Number	Donation Amount	Check Number	Donation Amount
Check Number	Donation Amount	Check Number	Donation Amount	Check Number	Donation Amount

## TOTAL DONATION AMOUNT

\$

Please return this form with your contributions in the envelope provided. Contributions will be used for the purpose(s), if any, specified by the donor. However, if in the judgment of CRS, such purpose(s) become unnecessary, undesirable, impractical or impossible to fill, CRS may use such contributions for its general purposes.