

Fundraising Guidelines

Advised Funds

We are appreciative of all efforts undertaken by fund holders to grow their funds. Fundraising events are the sole responsibility of those conducting them. The Community Foundation takes no responsibility for them. Organizers should not imply such responsibility on the part of the Community Foundation to donors or others; the receipt of checks resulting from such events should carry no such implication.

Donations

Most fundraising event committees establish a bank checking account for depositing event contributions and paying for event expenses. Net proceeds may be given to the fund at the Community Foundation from this account via check at the conclusion of the event's final accounting. Fundraising groups must comply with IRS and other governmental regulations so that donors to the fund are entitled to the appropriate tax deductions. This is also necessary to protect donors, fundraising groups and the Community Foundation from unintended tax consequences and penalties. Funds at the Community Foundation cannot be used to pay event expenses or to make distributions of any kind to organizations not classified as public charities.

- Checks may be made payable to the Community Foundation of Western Massachusetts with a notation as to the fund name.
- Gifts of stocks or bonds may also be made directly to the Community Foundation with indication of the fund to benefit.
- Cash gifts are rarely made but may be made in person at the Community Foundation offices. A cash receipt will be provided, and a formal acknowledgement will be made to the donor.
- You are welcome to promote the Community Foundation's [online giving platform](#) as a convenient method for donors to give to a fund. If you do so, please note that donors who choose to give this way should select the appropriate fund in the drop-down menu which can be found on the "Donate Now" page.

In the case of memorial or honorary contributions, a notice indicating the name and address of the donor will be sent to the family, if the family's contact information is provided.

No Benefits

No part of gifts made directly to the Community Foundation can be used to purchase benefits for the donor; the Community Foundation's acknowledgement for these gifts will recite that the contribution was not received in exchange for any goods or services.

Donor Benefits that are Not OK

- Dinner/Lunch/Breakfast tickets
- Raffle tickets
- Golf tournament entry fees

Requests for Sponsorships and Grants

The Community Foundation’s nonprofit tax status cannot be used to apply for grants, fundraise or solicit funds without advanced permission. It is critical that the Community Foundation has oversight and approval of any activities that could affect our nonprofit status.

Acknowledgements

The Community Foundation of Western Massachusetts can make acknowledgements directly to individual donors **only** if we receive and deposit the donor’s original check.

Checks for gifts made directly to the Community Foundation should be forwarded to us immediately for processing. Prompt acknowledgements are essential to every fundraising enterprise.

Gifts from:	Acknowledgement:
Organizing Committee	A lump sum given by the organizing committee will be acknowledged as a gift from the organizing committee or from the <i>Friends of the _____ Fund</i>
Donor(s)	The Community Foundation will acknowledge receipt of a gift from the donor(s) using the name(s) and address listed on the check, unless otherwise requested

To learn more

- Call Donor Services at 413-732-2858. Press 1 to be transferred to Donor Services.
- E-mail your questions to donorservices@communityfoundation.org

This information is not intended to be a substitute for specific individualized tax, legal or investment planning advice. Where specific advice is necessary or appropriate, the Community Foundation of Western Massachusetts recommends consultation with a qualified tax advisor or CPA.