

# Fundraising Guidelines 2016

The Myocarditis Foundation relies on individual philanthropy and community grassroots efforts, and we need your help.

The Myocarditis Foundation has been approved by the IRS as a charitable(qualified) organization as defined by the Internal Revenue Code Section 501 (c) (3). Contributions to the MF qualify as charitable contributions in accordance with the Internal Revenue Code. As an official charitable organization, the MF follows the policies of the Internal Revenue Service. All donations made payable to and received by the MF will receive a receipt for tax purposes outlining the tax-deductible portion of their donation.

## •Basics of Giving

- Checks should be made payable to “Myocarditis Foundation”.
- Checks made payable to and funds designated for another organization/cause on behalf of the Myocarditis Foundation are not tax deductible unless the other organization is a 501(c) (3) organization.
- All and only donations received by MF are confirmed by an MF acknowledgement/receipt
- Donations are tax deductible to the fullest extent allowed by state and federal law.
  - Please note that if you receive something for your money (e.g. a service or an item at an event), you must deduct the fair market value of the item from your charitable gift.
- Many businesses offer Corporate Matching Gift Programs. Check with your employer about their matching gift program.
- Donors can make contributions in memory of a loved one, or in honor of a special occasion (wedding, birthday, etc.) via our Donation form which is available on our website.
- MF may accept gifts of stock and may be named as a recipient of a bequest in your will. In addition, MF can be listed as a recipient in trust documents and the beneficiary of insurance policies and qualified retirement plans.
  - For more information on how to make these special gifts or to request language for inclusion in legal documents please contact Genevieve Rumore at (281) 713-2962 or by email at [gen@myocarditisfoundation.org](mailto:gen@myocarditisfoundation.org)

- **Online Giving**

You can donate to the MF by visiting our website. A link will automatically connect you to Pay Pal, a secure online credit card company. You DO NOT have to have a PayPal account to donate through PayPal.

- **Event Donation Information**

- We ask that all revenues from your event be forwarded to the MF within 10 days of the event.
- Convert cash into a check made out to the Myocarditis Foundation or money order and provide a list of donors, gift amounts, and donor addresses.

- Send in all of the proceeds to the **Myocarditis Foundation**  
**3518 Echo Mountain Drive**  
**Kingwood, TX 77345**

- **Tax Information**

- All donations made payable to and received by the MF will receive a receipt for tax purposes outlining the tax-deductible portion of their donation, unless the information has already been provided on either the event invitation or the Bid Sheet receipt. The name appearing on the check received for receipting purposes and that individual, corporation, foundation, etc. will be the eligible party for tax benefits received as a result of the donation. The tax ID number will be provided where appropriate for reporting purposes upon request.

- **Recognition**

- Although the MF will send a thank you note to your donors, please consider sending a note or email thanking them for their participation. Let them know what a success the event was and how much you appreciated their help.

- **OPTION**

On occasion, an event may be held for the benefit of MF and other 501 (c) 3 organizations/worthy causes. MF must agree to receive only a portion of funds prior to the planning of the event. The exact percentage of profits must be established prior to the event and agreed upon by both parties. Only these funds will be acknowledged by MF and recognized as a tax deduction for the donor under IRS/MF guidelines. When only a portion of the proceeds from an event will be sent to MF, all promotional materials related to the event must state, "a portion of the proceeds will support The Myocarditis Foundation". Following these guidelines maintains the integrity of the donor's gift and the tax-exempt status of MF.

Revised as of February 2016