



Community Fundraising Guide



We are truly grateful for your support. Caring people like you have paved the way for great change in our community. We hold a special place in our heart for our loving supporters. Thank you for joining us in our mission to end child abuse and neglect and create strong, healthy families.

Steps for a Fun and Successful Event

1. Review This Packet

Take a little time to read this packet and you'll have a great event! You'll find answers to frequently asked questions, tips, tricks, and best practices, as well as flyers and social media templates.

2. Choose Your Event

Set up a donation drive, host a party, or create an online fundraiser. Be creative and have fun!

3. Recruit Help

Grab a friend or two who will help you organize your fundraiser.

4. Identify Goals

What do you want to see happen for your event? How many participants are you expecting? How much money do you want to raise? What information do you want others to walk away with? Identify your goals and keep them in mind while planning your event!

5. Design Your Budget

If you're hosting an event, think about what costs you'll need to cover. Designing a low-cost budget plan will create higher net proceeds to donate.

6. Fill Out the Online Form

Complete the form on our website so we can help you along the way and celebrate your event. Once you fill out this form, your event is approved and you're ready to go!

7. Set Up an Online Fundraising Page

If you'd like to fundraise online, set up an online fundraising page for the Nursery at facebook.com/fundraisers and invite people you know to give.

8. Promote Your Event

Promote your event! Hang up flyers, tell your friends, family members, co-workers, neighbors, and other peers about the awesome event you'll be hosting, and promote it on social media.

9. Host Your Event

Have a blast hosting your event! Spread the word about Greater Minneapolis Crisis Nursery and see the result of the work you've put in.

10. Thank Donors and Participants

Make sure to thank donors and participants for their time and donations. There are many ways to thank your donors: send a card, make a phone call, or send an e-mail, to name a few!

11. Send Donations to the Nursery

You can mail any donations or bring them in to the Nursery. Online fundraising pages will be directly received by the Nursery.

12. Send Us Photos From Your Event

We want to hear all about the success of your event! Send photos to agilleland@crisisnursery.org.

FREQUENTLY ASKED QUESTIONS

Why support Greater Minneapolis Crisis Nursery?

The Nursery aims to end child abuse and neglect and create strong, healthy families. We rely on donations from members of the community like you to serve hundreds of children and families each year.

Who can host a fundraising event?

Anyone! We're grateful for your support.

How do I get approval to host a fundraiser?

By filling out our online form, you are approved to host your fundraiser. If we have any questions or concerns, we will contact you in a timely manner.

What event support is the Nursery unable to provide?

GMCN cannot provide:

- A representative
- Financial support
- Insurance or permits
- Physical aid or donations
- Giveaways
- Volunteers
- Client or donor information

Do you have any promotional flyers about the Nursery?

Yes! We have attached promotional flyers in this packet for your convenience.

How can I promote my event online?

Social media sites like Facebook and Twitter are great ways to promote your event.

Is there a minimum donation?

While there is no minimum donation, we recommend reviewing our best practices.

What type of in-kind donations should I collect?

Please use the Nursery's donation wish list: www.CrisisNursery.org/WishList. This list is updated frequently, so please check the list for updates. If sharing this list with others, please share the link instead of forwarding a PDF, to make sure they receive the most recent wish list.

Will each donor receive a donation receipt?

See financial best practices. Donors will not receive a receipt for their donation unless requested and meets guidelines listed in financial best practices.

How can I submit my donation?

See financial best practices. You can mail or deliver donations to the Nursery. Donations from online fundraising pages automatically come to the Nursery.





BEST PRACTICES & POLICIES

We appreciate the time and effort you're putting in to host a fundraising event! To help make the planning easier, we've made a list of best practices and policies.

Remember:

- Under no circumstances should any third party fundraising event expenses flow through Greater Minneapolis Crisis Nursery books. Only final donations or proceeds from the fundraising event will be processed by Greater Minneapolis Crisis Nursery.
- The fundraising host is responsible for obtaining all necessary permits.
- If your event requires ticket sales to cover event expenses, we recommend that at least 30% of gross proceeds be donated to the Nursery.

Greater Minneapolis Crisis Nursery:

- Has no fiduciary responsibility for third party fundraising events
- Assumes no liability for any third party fundraising planning or execution, including but not limited to: staffing, money collections, or promotional items.
- Does not endorse products, firms, organizations, individuals, or services. No third party fundraising events or materials may indicate otherwise.
- Supports third party fundraising events in many ways, however no materials may imply that the Nursery is hosting the fundraiser.
- Will not solicit any sponsors or auction items for your fundraising event.

Submitting Donations:

Donations may be mailed or brought to the Nursery, which is located at: 4544 4th Avenue South, Minneapolis, MN 55419.

Donations are accepted Monday-Friday 8 a.m. – 5 p.m. and Saturday/Sunday 9 a.m. – 4 p.m.

We ask that you please:

- ✓ Submit all monetary donations in one large envelope, no later than 30 days after the event. Include a completed [Donation Submission form](#).
- ✓ Deliver donations during designated hours

Donation Receipts:

Donation receipts are only supplied if requested ahead of time, and the following information is submitted:

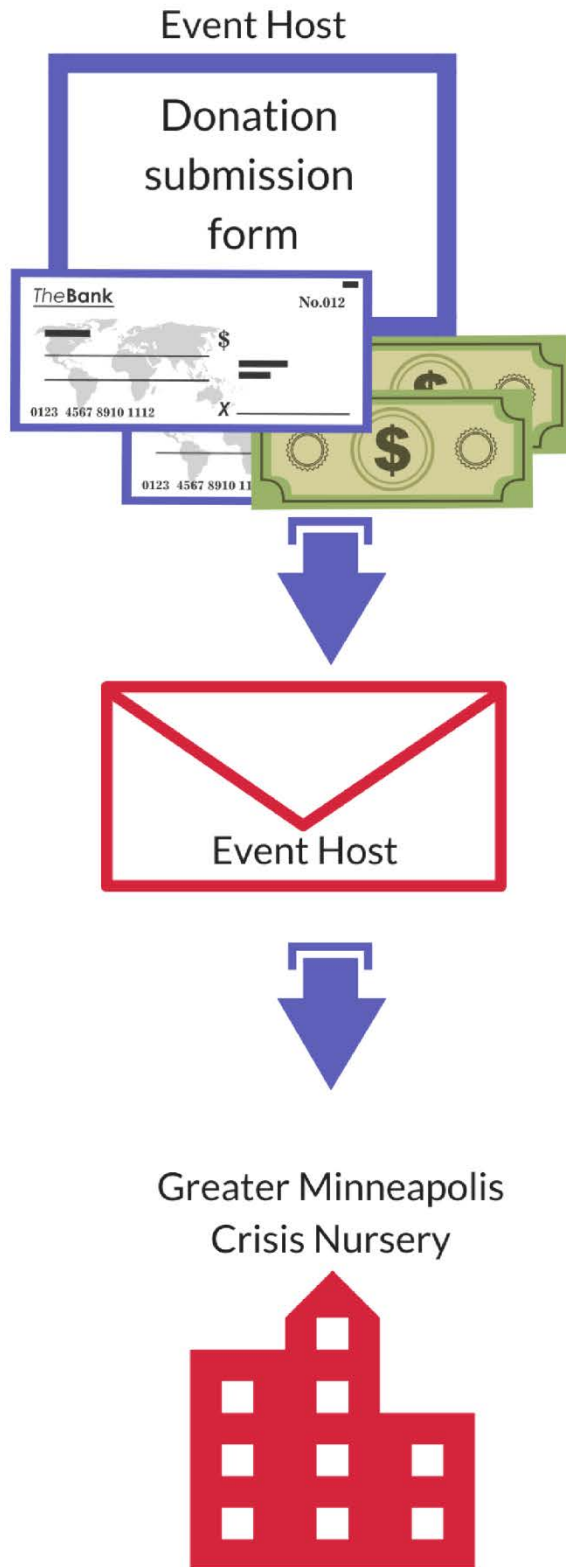
- Monetary donations: Each individual requesting a donation receipt must complete a [Donor Information form](#). The completed form and the accompanying donation should be placed in an envelope separate from all other donations. It may then be placed into the larger envelope containing the event host's Donation Submission form.
- In-Kind Items: Each individual requesting a donation receipt must complete an [In-Kind Donation Receipt](#), which can be submitted when the donation is delivered to the Nursery.



SUBMITTING YOUR DONATIONS

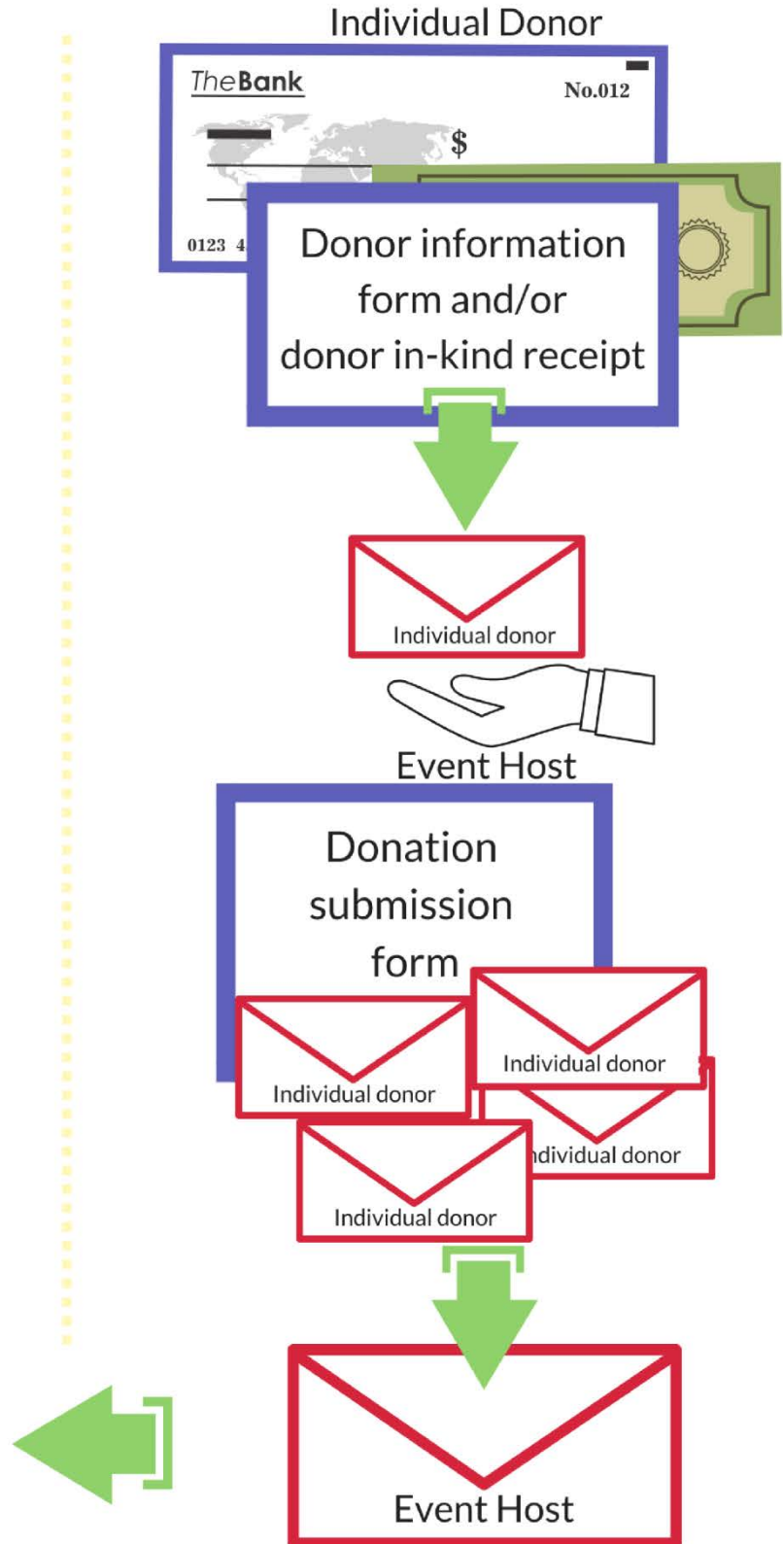
Option 1:

Individual donors are NOT requesting donation receipts



Option 2:

Individual donors ARE requesting donation receipts





Stronger Families, Brighter Futures



Help end child abuse and neglect and create strong, healthy families

Benefiting Greater Minneapolis Crisis Nursery
www.CrisisNursery.org • 763-591-0400 • info@crisisnursery.org

Greater Minneapolis Crisis Nursery

END CHILD ABUSE AND NEGLECT
CREATE STRONG, HEALTHY FAMILIES



Stronger Families, Brighter Futures

GREATER MINNEAPOLIS CRISIS NURSERY





Community Fundraising Event Donation Submission Form

Please include this completed form inside the large envelope along with all cash and check donations.

Name:

Email:

Phone:

Event title:

Event date:

Event description:

Total money collected: \$

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- Donations are accepted Monday-Friday 8 a.m. – 5 p.m. and Saturday/Sunday 9 a.m. – 4 p.m.

We ask that you please:

- ✓ Submit all monetary donations in one large envelope, no later than 30 days after the event.
- ✓ Include Donor Information forms for anyone requesting a receipt for cash or check.
- ✓ Include Donor In-Kind Donation forms for anyone requesting a receipt for an item donation.

We'd love to hear about your event!

Send photos, stories, or feedback to Agilleland@crisisnursery.org

My gift to help end child abuse and neglect and create strong, healthy families:

☐ \$1,000 ☐ \$500 ☐ \$250 ☐ \$100 ☐ \$50 ☐ \$25 ☐ Other \$ _____

Payment Type: ☐ Check enclosed ☐ Cash enclosed

Name: _____

Address: _____

City/State/ZIP: _____

Email: _____

Phone: _____

Thank you for donating to the Crisis Nursery! Name and address are required to receive a tax receipt.
All contributions directly support the programs and services of the Crisis Nursery. Greater Minneapolis Crisis Nursery is a registered 501(c)3 charitable organization and all contributions are tax-deductible to the full extent of the law.

My gift to help end child abuse and neglect and create strong, healthy families:

☐ \$1,000 ☐ \$500 ☐ 250 ☐ \$100 ☐ \$50 ☐ \$25 ☐ Other \$ _____

Name: _____

Address: _____

City/State/ZIP: _____

Email: _____

Phone: _____

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In-Kind Donation Form

All information is required for donor tax receipt and GMCN financials.

Donor will receive a gift acknowledgment letter within 2 weeks.

Name:	Date:
Group/Company Name:	
Mailing Address:	
City, State, Zip:	
Email:	Phone:

Item(s) Donated

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

How Did You Hear About Us?

Media:	Event:	Internet:
Friend/Family:	Work:	Other:

Office Notes:

Received by

Department (CS, FS, other)

Inventoried by