

Fundraising Event Checklist

- Fill out the Fundraiser Agreement.**
Please Note: KW Cares does not permit fundraising activities that include gaming for profit, goods or services, i.e., poker, casino nights, raffles, bingo, etc.
- Email or fax the signed Fundraiser Agreement to KW Cares** at kwcares@kw.com or 435-514-2229 at least 30 days prior to making a financial commitment or contractual agreement for the fundraiser. Include a draft of all materials on which you want to use the KW Cares logo (fliers, ticket stubs, advertisements, etc.).
- If approved, you will **receive a counter signed copy of the Fundraiser Agreement** from KW Cares endorsing the agreement. Please retain this for your records. Upon approval of your printed materials, a copy of the KW Cares logo will be emailed to you.
- Use the Event Reconciliation Packet** to record donor details. We must have complete donor information in order to provide donors with receipts for their contributions, to the extent allowed by law. Checks for tickets, sponsorships, etc., must be payable to KW Cares.

Within 30 days of completion of the fundraiser, **submit the following to KW Cares:**

- A completed Event Reconciliation Packet
- Copies of receipts for all expenses
- Proceeds from the fundraiser

If you require more than 30 days to reconcile your event, please contact KW Cares at kwcares@kw.com or (512) 327-3070.

- Allow 10 business days to process your reconciliation.**
To expedite this process, please ensure that your reconciliation paperwork is complete and balances. KW Cares will provide receipts to donors for whom complete contact information is provided with the reconciliation, as allowable by law. **IMPORTANT:** Keller Williams Realty Cares will not endorse an event used to promote a market center's business, to secure listings or to recruit associates; to promote a political agenda or candidate for office. The event should be limited exclusively to raising money for Keller Williams Realty Cares. The event should be a charitable event, not a commercial one. All money raised must be donated to KW Cares. If a market center wants to cover its costs from the proceeds, it needs to advise donors.