**Fundraiser FAQ**

Do you have questions regarding your fundraiser? If the answer isn't listed below, please contact Fiscal and Policy Coordinator Heather Lucas at heather.lucas@sos.wa.gov or (360) 902-4181 or the CFD at cfd@sos.wa.gov or (360) 902-4162.

**Q:** How do I find if a charity is part of the CFD?

**A:** The CFD search engine houses all active charities in the CFD. You can search at <http://www.cfd.wa.gov/search> by charity name, charity code, city, category (like medical research), federal tax ID, county of service or by keyword.

**Q:** What if the charity I'm searching for doesn't pop up using the search engine?

**A:** Click the "invite a charity to become a member of the CFD" link in the last paragraph on the search engine page. This link opens an email via Outlook that you can send to the CFD, who will instruct the charity on how to join the CFD. If the email doesn't open, copy and paste the following into the body of an email and send it to cfd@sos.wa.gov:

            While doing an online search of charities, I discovered the following charity is not a member of the Combined Fund Drive. I would like to donate to this worthy organization. Please send an invitation to this charity to become a member of the Combined Fund Drive. Thank you.

            \*Indicates Required Information

            My Contact Information
            \*Name (First and Last):
            \*Email Address:
            Phone Number:

            Charity Information
            \*Charity Name:
            \*Charity Phone Number:
            \*Charity Email Address:
            Charity Website Address:

The CFD staff will notify you regarding this charity joining the program if the charity chooses to do so.

**Q:** Can I hold a fundraiser for a charity that's not in the CFD?

**A:** No. The CFD cannot send funds to charities outside of the program. Please make sure the charity you want to support via fundraisers is an active member of the CFD prior to holding a fundraiser for them. You can find out if a charity is an active member of the CFD using the CFD search engine at <http://www.cfd.wa.gov/search> or by contacting the CFD at cfd@sos.wa.gov or (360) 902-4162. Donations raised for a charity that's not in the CFD or does not join the CFD will be issued back to the donors who gave them.

All charities legally doing business in the state of Washington must be registered to do so at the OSOS Charities Division and renew their charity registration annually. The annual registration includes a page the charity can complete to join the CFD.

**Q:** How can people give at my fundraiser?

**A:** There are five methods of giving at a fundraiser: cash, check, credit/debit card, money order or payroll contribution.

**Q:** What do I do with each type of giving at my fundraiser?

**A:** When planning your fundraiser, decide what types of methods you're going to accept for donations. Each type needs to be managed in its own way:

**Cash:** Cash collected at a fundraiser needs to be collected and supervised continuously by a volunteer at your fundraiser. The best method for managing cash is to utilize a locking cash box and keep bills organized inside the locked box. At the end of your fundraiser, two volunteers must count all cash collected together: Volunteer 1 counts the funds, documents the total and initials the total while Volunteer 2 watches. When Volunteer 1 is finished, Volunteer 2 counts the funds, writes the total and initials the total while Volunteer 1 watches. If both totals match, secure funds in the locking box and transport them to your fiscal office within 24 hours. If the funds don't match, both volunteers need to recount all funds and repeat the process.

**Check:** Checks also need to be secured and counted using the same process as cash. Checks need to be accompanied by contribution forms if the donor wants credit for making a donation. If no credit is needed, checks can be tracked using a check log, submitted to your fiscal office and entered as a fundraiser. Checks can be logged with cash as a single fundraiser.

**Credit/Debit Card:** Credit/debit cards can be accepted at your fundraiser, but you must email the CFD at cfd@sos.wa.gov to enable these transactions. Send an email with the following information:

* Fundraiser name
* Purchase item description: what are donors paying for? Entry to your fundraiser? Flowers or t-shirts?
* Pricing points: Do you have different pricing points for items or ticket packages being sold at your fundraiser?
* Fundraiser dates: When is your fundraiser? Do you need the credit/debit card tool available for a specific period of time?
* Charity: What charity/charities can donors select from for their donation?

The **CFD needs two weeks** in order to build the host webpage, run tests to ensure the credit/debit tool processes transactions properly and to send the link to you for review.

**Money Order:** Money orders need to be secured, counted and processed with a contribution form utilizing the same method as checks.

**Payroll Contribution:** Payroll contribution forms can be accepted at a fundraiser. They must be collected and sent to the CFD state office at MS 40250 or PO Box 40250, Olympia, WA 98504-0250. Payroll contribution forms are never entered as fundraisers and these funds are not transferred from your fiscal staff.

If a donor wants to pay for an item using a payroll contribution form or donate for a specified period of time before the donations stop, this must be **VERY CLEARLY** noted on the contribution form. The monthly donation amount, the total donation amount and the time frame the donor wants to give needs to be marked **VERY CLEARLY** on the contribution form. The CFD can and will enter donations from payroll contribution forms for set amounts or periods of time, but cannot do so if there is no indication of your donor’s wishes.

**Q:** What do I do if I have questions about entering a fundraiser?

**A:** Contact Fiscal and Policy Coordinator Heather Lucas or the CFD office.

 Heather Lucas: heather.lucas@sos.wa.gov or (360) 902-4181

 CFD Office: cfd@sos.wa.gov or (360) 902-4162

**Q:** What do I do if my payroll department has questions about transferring a fundraiser?

**A:** Contact Fiscal and Policy Coordinator Heather Lucas or the OSOS fiscal office.

 Heather Lucas: heather.lucas@sos.wa.gov or (360) 902-4181

 OSOS fiscal office contact, Maria Thomas: maria.thomas@sos.wa.gov or (360) 704-5258