

# Fundraising Guidelines

Thank you for fundraising on behalf of Catholic Relief Services.

*Catholic Relief Services (CRS)* is the official international humanitarian agency of the Catholic community in the United States. For more than 75 years, CRS has been providing expertise and compassion to the very poorest of our brothers and sisters in more than 100 countries on five continents. Our work helps feed hungry families, provides health care and clean water in remote villages, helps farmers to grow better crops, protects orphans and vulnerable children, and allows for an immediate response to emergencies. We reach almost 100 million people without regard to race, religion or nationality.

## General Guidelines

- Events that conflict in any way with CRS' mission, Catholic teachings or other program priorities are not allowed.
- CRS does not accept nonmonetary contributions of items like food or clothing.
- CRS cannot sponsor or solicit contributions for events.
- If you solicit donations of goods and/or services for an auction or other event, clearly state that you are soliciting for an event that will benefit CRS, not directly for CRS.
- It is recommended that any vendor involved in the event provide evidence of insurance.
- If you choose to serve alcohol during your event, the responsibility of serving it should remain with a third party. Proof of age is required, and signs should be posted to that effect.

## Logo Use Guidelines

*In connection with your fundraiser, you may use the CRS name and logo, subject to the following terms and conditions:*

- You may not change or alter the logo in any way.
- If the event benefits more than one charity, the CRS logo should appear in the same size as the other charity's logo.
- CRS reserves the right to revoke the use of the logo at any time.
- Charitable fundraising is a regulated activity in many states. You are responsible for ensuring that you are in compliance with federal, state and local regulations.
- Please visit our website at [crs.org/privacy](http://crs.org/privacy) to obtain a copy of our Privacy Policy.

## Financial Guidelines

- Donations to CRS are tax-deductible. We generate tax receipts for all monetary donations given directly to us.
- CRS cannot provide tax receipts for donations made to a third party. CRS cannot provide tax receipts for goods (e.g., items for auction) or services (e.g., donated advertisements, printing) donated to your event.

- If collecting individual checks made out to Catholic Relief Services, mail them together to:  
Catholic Relief Services  
CRS Rice Bowl  
P.O. Box 17090  
Baltimore, Maryland 21297-0303  
If you are collecting cash, please submit one check made out to Catholic Relief Services. Tax receipts will be sent to the names and addresses on the checks.
- All promotional materials must clearly state what percentage (or dollar amount) of the sales or admission price will be donated to CRS. You must state that your event is “benefiting CRS” or a “donation will be made to CRS” as opposed to stating that “a portion of the proceeds will support CRS.”
- CRS cannot cover expenses incurred in the production of the fundraiser.
- CRS reserves the right to audit all event revenues and expenses to ensure we comply with U.S. tax regulations. Please save all receipts in the event that you audited.
- CRS cannot send a letter that states we have received funds in anticipation of their actual receipt.
- CRS cannot send letters stating we have received goods or services on behalf of an event organizer.

### Legal Guidelines

- CRS cannot sign documents that make us legally responsible for any portion of an event.
- You are responsible for securing all necessary insurance, permits and authorizations to carry out your fundraiser.

Thank you for your work on behalf of CRS!

## Frequently Asked Questions

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### **What happens to the money given by my community?**

CRS Rice Bowl Lenten alms go to alleviating hunger and poverty in communities around the world and in the United States: seventy-five percent of gifts support CRS' humanitarian programs around the world, including in the countries featured in the Lenten calendar. Some examples include:

- Agriculture projects that help farmers improve harvests.
- Sanitation projects that bring clean water to rural communities.
- Microfinance projects that support small businesses.
- Health projects that provide medical care and nutrition services to mothers and children.
- Education projects that provide resources and training to youth.

Twenty-five percent of gifts remain in each U.S. diocese, where they are given to hunger and poverty alleviation efforts in those communities. Each diocese uses their gifts differently. **Contact your local CRS Diocesan Director to find out how gifts are used in your diocese.**

### **What is my “dashboard”?**

Your dashboard is your one-stop shop for setting up and managing your community's CRS Rice Bowl giving page. Your dashboard is the first page you see each time you log in. From the dashboard, you can customize your page, see who has donated to your community's CRS Rice Bowl offering and find other resources to make your community's Lenten almsgiving a success.

### **Does Catholic Relief Services provide any financial support to cover expenses associated with my fundraiser?**

No, CRS does not fund expenses incurred in connection with your fundraising campaign or event. If you anticipate any expenses, we suggest that you seek out local sponsors.

### **Can I use some of the money from donations to cover expenses?**

No. Donations made to your fundraiser should not be used to cover expenses. Local sponsorships are a great way to offset costs associated with your fundraiser.

**Can I use the Catholic Relief Services and CRS Rice Bowl logos on my community giving page and promotional materials?**

Yes. You may use the CRS and CRS Rice Bowl logos, subject to the following terms and conditions:

- You may not change or alter the logo in any way.
- If the event benefits more than one charity, the CRS logo should appear in the same size as the other charity's logo.
- CRS reserves the right to revoke the use of the logo at any time.

**Can I use Catholic Relief Services' name on my CRS Rice Bowl community giving page, promotional materials, or other in events or activities?**

Yes. You may use the CRS name in connection with your community's Lenten giving, subject to the following terms and conditions:

- If you solicit donations of goods and/or services for an auction or other event, clearly state that you are soliciting for an event that will benefit CRS, and that you—not CRS—are hosting the event.
- All promotional materials must clearly state what percentage or dollar amount of the sales or admission price will be donated to CRS. You must state that your event is "benefiting CRS" or a "donation will be made to CRS" as opposed to stating that "a portion of the proceeds will support CRS."

**Are there any guidelines I should be aware of before planning my community's virtual CRS Rice Bowl giving opportunity?**

Yes. Please be sure to review and adhere to CRS' Guidelines for Fundraising above at the top of this document.

**Are donations collected through my CRS Rice Bowl community giving page tax deductible?**

Yes, but only for monetary donations given directly to CRS. This includes credit card donations made through the CRS Rice Bowl community giving platform, checks made payable to CRS and cash donations linked to an individual. If you are sending multiple checks to CRS at one time, tax receipts will be sent to the name and address listed on each check. Cash donations should be converted to

a check or money order and include the name and address to which a tax receipt should be sent. CRS cannot provide tax receipts for goods, like items for auction, or services, like advertisements and printing, donated to your event.

### **What is a matching gift and how does it work?**

A matching gift is when a secondary donor agrees to contribute a gift that “matches” or doubles the contribution made by another donor.

- Many employers will match the charitable contributions their employees make. You or your supporters can find out if an employer matches gifts on [CRS' Matching Gifts page](#). If the company does match gifts, please mail their completed matching gift form to Catholic Relief Services, P.O. Box 17090, Baltimore, Maryland 21297.
- As part of your fundraising campaign, you can seek out a sponsor to match any gifts made within a certain period—often one day. A “matching day” is a great way to incentivize new donors to give to your campaign.

### **Who should donors make their checks out to?**

Check should be written directly to Catholic Relief Services. Please write **CRS Rice Bowl** in the memo line.

### **Will CRS accept non-monetary contributions that I raise through my event, like clothing?**

No. CRS cannot accept nonmonetary contributions.

### **Where should I mail offline donations raised through my community's CRS Rice Bowl efforts?**

Catholic Relief Services, CRS Rice Bowl, P.O. Box 17090, Baltimore, MD 21297-0303

### **How quickly should I send in the donations?**

Please mail any donations to CRS at the conclusion of the Lenten season. The sooner we receive them, the faster we can process them and send acknowledgements and tax receipts.



**Are there other ways to support Catholic Relief Services?**

Put your faith into action through prayer, reflection, advocacy and giving by engaging in our new campaigns to lead the way to a more just world. Visit [crs.org/leadtheway](https://crs.org/leadtheway) to learn more.

**Is there someone I can talk to if I have questions?**

Yes. You can contact [donorservices@crs.org](mailto:donorservices@crs.org)