

Third-Party Fundraising Frequently Asked Questions



GENERAL

Q1: Can I raise funds for the Autism Society of Southeastern Wisconsin?

A1: Yes, we encourage others to share the mission of the Autism Society of SE WI and help to raise funds that will improve the lives of all affected by Autism.

Q2: How do I get started?

A2: We recommend that you take a few minutes to review our Third-Party Fundraising Proposal. Once you have had a chance to review this document, please complete the Third-Party Fundraising Proposal form and submit it to tell us more about your event.

Q3: How much time do I need?

A3: We recommend getting started sooner rather than later. Please plan to submit your application form no less than 45 days prior to your event.

Q4: Can the Autism Society SE WI sponsor my event or reimburse me for the cost of holding my event?

A4: No. The Autism Society SE WI cannot sponsor, solicit sponsorship, or reimburse expenses for your fundraising event.

Q5: How will the money be used?

A5: A gift made through your fundraising efforts represents a gift to the entire Autism Society SE WI mission. We use your gift to provide resources, education, and programs to the Autism community in Southeastern WI.

Q6: I would like to invite Autism Society SE WI supporters to my event. Can the Autism Society SE WI provide me with a list?

A6: To protect our donors' confidentiality, the Autism Society SE WI does not share our donor list.

Q7: Can I fundraise for the Autism Society SE WI by selling a product?

A7: Yes. Please complete and return the Third-Party Fundraising form.

For all other questions, please email autismsociety@assew.org

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DONATIONS

Q1: Do I need to receipt the donors who make donations at the event?

A1: Donations will be receipted by the Autism Society SE WI. To provide a receipt which is required for tax purposes, the event organizer must provide the Autism Society SE WI with a completed Donation form (please see Fundraising Toolkit). The completed Donation form should be forwarded to the Autism Society SE WI within 14 days after the event:

Autism Society SE WI
Attention: Third-Party Fundraising
3720 N. 124th Street
Wauwatosa, WI 53222

Q2: I have sold tickets to the event. Is the ticket price tax deductible for the person who purchased the ticket?

A2: Tickets sold to third-party fundraising events for the Autism Society SE WI are not tax deductible.

Q3: Can I get a copy of the Donation form by email?

A3: Yes, please email autismsociety@assew.org

Q4: If someone wants to donate money, but not participate in the event, should I collect the money?

A4: It is fine for you to collect any donation prior to the event and forward it to the Autism Society SE WI with the remainder of the money you collect.

Q5: What should a donor do if they want to donate after the event?

A5: If the event is over and you have already submitted funds to the Autism Society SE WI, donors can send their checks to the Autism Society SE WI directly. See address above. Your donor can also give a gift by credit card by calling our development team at (414)988-1267 between Monday -Friday, 8:30 A.M.-5:30 P.M. When submitting either by check or by credit card, the donor should provide the event name. We will be happy to process their donation.

Q6: If I collect checks or cash, who should I send it to?

A 6: You should send checks to the Autism Society SE WI. See address above. Bundle donations together with the completed Donations form and send via a trackable method.

Q7: Can I keep the cash collected for expenses I incur?

A7: Yes, you can keep up to 25% of the funds raised to offset your expenses. Total donation amount and total expenses must be reported to the Autism Society SE WI.

Q8: Can I keep the cash collected and forward a check from my own checking account?

A8: Yes, however names and addresses and the amount they gave in cash must be entered on the donation form for them to receive a receipt. Please note any additional amount that you are including as your own donation so you can be receipted as well.