



cds wolf foundation

a cds life transitions company

3RD PARTY FUNDRAISING POLICY

Thank you for your interest in fundraising in support of the CDS Wolf Foundation and CDS Life Transitions. CDS Life Transitions is a non-profit organization serving more than 1,700 individuals with intellectual and developmental disabilities, veterans with post-traumatic stress disorder, traumatic brain injury, and/or military sexual trauma, and senior citizens. The agency provides services through residential and community living programs, clinical and family supports, recreation, day services and employment opportunities. We operate with a commitment to the highest quality of services for those we support. We offer many unfunded opportunities that truly allow people to reach for their dreams!

In order to continue these terrific and necessary services, we are involved in continuous efforts to raise funds and support for our activities. Your dedication will make the difference of hope, growth, and independence in the lives of many.

In planning your fundraiser, please observe the following:

- Permission to seek or raise funds on behalf of CDS Life Transitions or any of its services must be obtained from the Director of Marketing and Fundraising of the CDS Wolf Foundation.
- For purposes of this policy, fundraising is defined as *the collection of money through donations, sales, solicitation, and/or event programming for the purposes of charitable donation or organizational budget enhancement.*
- Events must be consistent with CDS Life Transitions' mission and vision, and the fundraising activity must not violate legal, tax, or corporate restraints.
- Communication materials must reflect that the applicable and approved section of CDS Life Transitions is the beneficiary of your efforts. CDS Life Transitions cannot be, or appear to be, in partnership with your organization, involved in the organizing, or collaborating with the organizers or their sponsors. A simple way to reflect this relationship is to use the wording: - Event "proceeds will benefit CDS Life Transitions" or - "All proceeds from this event will be donated to CDS Life Transitions."
 - For program specific wording, please communicate your interest and we will supply appropriate terminology. Final wording will be supported and approved by the Director listed above.
- Limited capacity prevents us from having official representatives at every event. While we hope to join you to speak on our behalf, if you or the organizers of your event are able, we will provide the applicable speaking points to you. Please ensure that guests understand you are not speaking in an official capacity, but as a community supporter.
- By sharing your fundraising ideas with us, you do so with the understanding that CDS Life Transitions may share your idea(s) or story through our website, social media sites, newsletter or other promotional materials, and we thank you for sharing any photos, quotes, etc. from the event. Please also alert us to any media contacts you have made.
- Payments will be directed to the CDS Wolf Foundation, with specific restrictions listed as memo.
- As the organizer of your fundraising event, you agree to indemnify and hold harmless CDS Life Transitions, the CDS Wolf Foundation, our Board of Directors, and staff, from any and all claims and liabilities

This 3rd Fundraising Policy is necessary to outline the expectations and responsibilities of fundraising organizers, and to ensure consistent and accurate representation and branding of CDS Life Transitions. Your time, dedication, and efforts are greatly appreciated! For more information or to discuss potential fundraising, please contact: 585-341-4600 or info@cdswolffoundation.org



cds wolf foundation

a cds life transitions company