



Community Sports Fundraiser Proposal Packet

The Semper Fi Fund (SFF) is deeply appreciative of all the time and effort spent training and fundraising to support our mission and bring awareness for our combat wounded, critically ill and catastrophically injured members of the U.S. Armed Forces, and their families. Sporting events are a fun and inviting way to get our communities involved in supporting our service members!

If you wish to have an event to benefit SFF as part of your fundraising campaign, we invite you to fill out the Community Sports Fundraiser Proposal Form and send in along with a signed copy of our Community Sports Fundraising Guidelines for review by the SFF Community Sports staff. A staff member will review your proposal and follow up with you promptly.

Please complete the attached forms and scan or email it to: michelle.leonard@semperfifund.org

If unable to email, please send to:

Semper Fi Fund
Attention: Community Sports Fundraising
Box 555193
Camp Pendleton, CA 92055-5193

or you may fax the forms to: 760.725.3685

Thank you for your fundraising efforts and for joining us in *servicing those who preserve our freedom.*

Sincerely,

Michelle Leonard
Semper Fi Fund
Community Sports Manager
c. **760.805.7585**



Community Sports Fundraising Proposal Form

Sporting Event Description

Community Athlete's Name: _____

Current Event(s) Registered for: _____

Fundraiser: _____ Dinner Event _____ In-Home Event _____ Sport: _____
_____ Other: _____ Public Private

Fundraiser Description (*short description*)

Fundraiser Location/Address: _____

Social Media Links/Handles: _____

Date(s): _____ Start/End Time: _____ Projected Attendance: _____

Fundraising Goal: \$ _____ Estimated Costs: \$ _____ % Donated to SFF: _____

Will any other organizations benefit from this fundraiser? If so, please name and describe the extent to which they will benefit:

Major Sponsors (*Companies/businesses you plan to solicit for sponsorship, donations, products, or services*):

All Community Sports Fundraisers must be approved by the Semper Fi Fund (SFF). This is an important safeguard to preserving the integrity of the SFF name and our commitment to fulfill our mission in a cost-efficient and effective manner.



Community Sports Fundraiser Guidelines

Contact Information

Community Athlete's Name: _____

Telephone: _____ Email: _____

Fundraising Website: _____

Can this information be listed on the SFF website with your event description? Yes NO

Publicity and Promotion

A review of all promotional materials intended for release and dissemination is required to be submitted to SFF for approval prior to publication or printing.

- SFF is the *beneficiary*, not the sponsor or partner of the Community Sports Fundraiser. Any promotional material produced by the organizer of a fundraiser that includes the SFF name or logo should use the phrase "**To Benefit the Semper Fi Fund.**" Approved logos may be provided by Community Sports Team upon request.
- If borrowed, we request your help in returning all loaned promotional items, including but not limited to: banners, signs, tablecloths, tents, in a timely manner upon conclusion of your fundraising event so that others may use them.

Please indicate the types of promotional activities you will be utilizing to promote this fundraiser – press releases, flyers, website announcements, t-shirts, etc.

Please Notify SFF Community Sports Team If Any Information Changes.

FOR SFF USE ONLY

Staff Member Assigned: _____ Date Completed Proposal received: _____

Community Sports Fundraiser Approved?: ___ YES ___ NO Date: _____

Notes: _____



Community Sports Fundraiser Guidelines

Community Sports Fundraiser Name: _____

Community Athlete: _____ Fundraiser Date: _____

- The SFF is a family-focused organization. We therefore encourage events that are appropriate for all ages and suitable for website and social media purposes.
- As the Event Organizer, you are responsible for all details of organizing and executing your event including, but not limited to: seeking sponsorship and covering all related costs, recruiting and managing volunteers, and event-related promotional material to publicize the event.
- The Event Organizer is responsible for obtaining all necessary permits. Please check with local and state authorities to determine if there are any unique requirements for your event.
- The Event Organizer retains full responsibility for the design and implementation of the event, including safety precautions. It is recommended that the event organizer obtain appropriate insurance coverage for accidents or other unexpected negative circumstances.
- The SFF does not advance monies nor does it solicit revenues for events conducted by third parties.
- Event Organizers are not permitted to include the SFF name on any banking accounts for the use of events proceeds.
- As a beneficiary of the event, SFF does not accept or assume any responsibility or liability for any circumstance arising from the event.
- **ALL costs are the responsibility of the individual, business, or organization sponsoring the event.**
- The SFF reserves the right to request event financial records.
- Please ensure that donation checks are addressed to **Semper Fi Fund** and **the event name is noted in the memo portion of the check**, along with a completed Donation Form.
- If cash is collected at an event, the funds should be exchanged for a cashier's check and a list of names, addresses and amount donated must be provided in order for each donor to receive a tax receipt.
- If non-cash items are collected at an event, the donor of such non-cash items shall provide to SFF written documentation stating the estimated good-faith fair market value of such item(s).
- *Please note:* When donors receive items of value (e.g. goods, services, etc.) in connection with the donations, any tax deduction will be limited to the excess of the contribution over the fair market value of any items received in exchange for the donation. SFF will provide written documentation to donors regarding the fair market value of any such items received.
- SFF is not sponsored or funded by any U.S. military branch of service or the government and cannot be promoted as such.

I have read these Semper Fi Fund Community Fundraiser Guidelines and agree to adhere to these guidelines in planning and implementing my fundraiser. I understand the guidelines are not comprehensive and that all decisions, including safety precautions, remain my full responsibility. I understand Semper Fi Fund does not accept any liability or responsibility associated with the fundraiser.

Signature of Community Athlete

Date