K9s for Warriors
Community Events | Make a Difference - Host a Fundraiser
A community event is typically a one-day event with proceeds benefiting K9s For Warriors; however, we have had fundraisers set up as “ongoing” over the course of several days or weeks. Events are not promotions, partnerships, or marketing campaigns. All events must reflect positively on K9s For Warriors and must abide by all local, state, and federal laws. The most common events are golf tournaments, walks/runs, bake sales, and giftcard drives - but the sky is the limit for great fundraising ideas!

**REGISTERING THE EVENT**
Registering your event helps K9s For Warriors protect itself as well as you. Why? Unfortunately, there are people who use the good name of a known charity to solicit and then pocket donations. By registering your event, K9s For Warriors can keep track of who is raising funds on our behalf; it also allows us the benefit of keeping in touch with you, and gives you access to a plethora of items that will help you with your fundraiser, such as our proud supporter logo, professional photos of our warrior-dog teams, and press materials.

Simply click on “Register Your Event” on this portion of our website:

www.k9sforwarriors.org/community-events-hosting-fundraiser

Please allow five business days for K9s For Warriors to approve your registration.

**EVENT DESCRIPTION**
Please provide as much detail as possible when describing your event on the request form. For example, “I am hosting a 5K fun run/walk and fifty percent of the proceeds will go to K9s For Warriors.”

**AFTER THE EVENT IS OVER**
All proceeds from community events must be submitted 30 days after close of the event. We always appreciate any great stories or photos from your event that we may post in our Events Gallery (found on our website). By sending us stories and photos, you are giving us permission to post publically - unless you state otherwise. Please submit to Events@K9sForWarriors.org.
FAQs

HOW WILL K9S FOR WARRIORS SUPPORT MY EVENT?
Once your event is approved and you have received our toolkit, K9s For Warriors team members will be available to support you by answering any questions you may have as you move through the process. We are not able to help manage your fundraiser. We recommend that you form a fundraising committee to help you with your planning and execution of your fundraiser. We will post your event on our website after receipt of the completed website form that is found in our toolkit. We will also send out one tweet, just prior to your event if your twitter information is provided.

You will be permitted to use our proud supporter logo included in our toolkit on any of your marketing materials. This is the ONLY K9s For Warriors logo you should use.

Note: K9s For Warriors must review everything with our logo on it before it is printed or distributed.

WHAT IS THE BEST WAY TO RAISE MONEY AND GET THE WORD OUT?
K9s For Warriors has an online fundraising site with Donor Pages that will link automatically when you register your event. This allows you to create your event, personalize your donor page, and send out customized links to all of your friends, family, and contacts. Raising money this way allows funds to come directly to K9s For Warriors without the inconvenience of having to personally manage donations. Utilizing social media is also a terrific way to share news about your event!

CAN YOU SEND ME MARKETING MATERIALS/POSTERS?
K9s For Warriors does its best to be as fiscally responsible as possible to ensure donations go where they are intended, directly into our program. We will not be able to provide you with swag; however, included in our toolkit is our proud supporter logo, photos, flyer template, press release template, and our brochure that you can download, print, and hand out. Links are also provided to you in the toolkit for K9s swag so that you can order items in bulk at a discounted rate to have available at your event.
FAQs

CAN A K9S FOR WARRIORS STAFF MEMBER, WARRIOR, OR DOG ATTEND MY EVENT?
K9s For Warriors and all of our graduates are incredibly grateful to people who want nothing more than to help raise funds and awareness for our life-saving program. We would absolutely love to attend every event, but unfortunately, that is impossible. With our small staff and our sole location located in Ponte Vedra, Florida, we rely on you to be our voice to help raise awareness and funds. We evaluate a request for attendance on a case-by-case basis, and we cannot guarantee to have a representative at your event.

Note: Graduates are not required to attend events or participate in any fundraising. Many prefer their privacy and do not generally attend events.

CAN A BUSINESS OR INDIVIDUAL SPONSOR MY FUNDRAISER TO HELP COVER COSTS?
Yes. Having a sponsor is a great way to offset your fundraising costs. K9s For Warriors can provide you with an event verification letter if requested; however, we cannot provide your sponsor with a tax receipt for their donation to your fundraiser. If you are not with an organization that claims 501(c)3 status, please do not promise a charitable-tax receipt.

CAN I USE K9S FOR WARRIORS' SALES TAX EXEMPTION TO PURCHASE MATERIALS FOR MY EVENT?
We are not legally permitted to provide our sales tax letter for third-party events.

CAN I USE K9S FOR WARRIORS' 501(c)3 FEDERAL TAX IDENTIFICATION NUMBER?
Your third-party event cannot use our charitable 501(c)3 identification number. Donations that are made directly to K9s For Warriors will receive tax receipts.

CAN K9S FOR WARRIORS SEND TAX RECEIPTS TO MY DONORS?
We will send tax receipts to donors whose checks or online donations are made out directly to K9s For Warriors. If you send us a check from your event with details of who donated that money and their contact information, we can send tax receipts to your donors that way, too. We cannot, by law, issue a tax receipt to both you and your donor. For example, if you send us a check from your event for $50, written by you, with a letter stating this money came from John Smith, we can either give John Smith a tax receipt for $50 or you a tax receipt for $50, not both.
FAQs

DO I NEED TO CREATE A 501(c)3 (non-profit) ORGANIZATION TO HOST A FUNDRAISER FOR K9S FOR WARRIORS?
No, anyone can host a fundraiser for K9s For Warriors with our approval.

HOW DO I COVER EXPENSES FOR MY FUNDRAISER?
We understand that fundraisers incur expenses; however, K9s For Warriors cannot fund or financially support community events. Community event organizers are responsible for covering all expenses and will not be reimbursed by K9s For Warriors. For these reasons, as you start to collect money, you will want to retain some funds to help pay for your expenses. Please note that we cannot issue a tax receipt for donations made to your event that are covering your expenses. If you are not with an organization that claims 501(c)3 status, please do not promise a charitable tax receipt.