

**Philanthropy Registration Form**

Philanthropy is the act of providing tangible gifts or monetary contributions to a charitable organization. Charitable organizations may be identified through an inter/national organization or by a strong connection to a local cause. Philanthropy events look different for each organization. Please check with your National organization for guidance and expectations for hosting a philanthropy event.

Characteristics of philanthropy events that should be registered:

- Sporting events
- Competitive events
- Pageants
- Participants pay for admission and/or participation to your event

Examples of philanthropy events that do not need to be registered:

- Tabling
- Penny wars
- Selling of goods (clothing, jewelry, food, etc.)
- Fundraisers (raising money for your chapter/organization)

Sponsoring Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact's E-Mail Address and Cell Phone: \_\_\_\_\_

Event Date(s) and Time(s): \_\_\_\_\_

Location: \_\_\_\_\_

Detailed Description of Event: \_\_\_\_\_

Entry Fees/Cost: (for participation by team or individual) \_\_\_\_\_

External Sponsors Involved: \_\_\_\_\_

Organization Receiving Donation: \_\_\_\_\_

Name and Contact Info for  
Organization Receiving Donation: \_\_\_\_\_

**Connect to the cause**

Try focusing on the cause, not the competition or event itself. Often groups focus so much on the event planning, that they miss the larger picture about the cause their event is supporting. You can do this by having a table or posters set up in the space where you are hosting the event that features pictures and information related to your organization's specific philanthropic organization. When participants leave your event, they should be able to describe what/who your event benefited. It is more about the cause than the trophy!

You can also consider inviting a representative from the benefiting organization, if possible, to attend your event and even speak about the event and connects participants and your members to the cause you are supporting through your philanthropic efforts.

**Follow the Law - 501(c) Organizations**

If the charity you are raising money for is a 501(c)3 (tax exemption status issued by the IRS) then all check donations (including entrance fees etc.) should be made out directly to the charity. If this is not done, the checks/donations are not tax exempt for the donor.

Never make checks out to the chapter running the philanthropy event, as this is not a tax-deductible donation (individual chapters/councils are most often not 501(c)3 organizations). This is also dangerous, as it does not ensure that the chapter actually donates the money to their philanthropic beneficiary.

**Philanthropies are Alcohol-Free Events!**

The consumption of alcohol during a philanthropy; attending while intoxicated; and any pre-event alcohol consumption as part of the event are expressly prohibited.