



Sunday, October 13, 2019
Promenade Bolingbrook

www.CheesyPretzel5k.org
630-226-8403

2019 Organization Application

Thank you for your interest in the Charity of Choice program! The goal of the Cheesy Pretzel 5k is to unite community organizations and local charities in recognition that we can effect greater change by working together. The Charity of Choice program enables anyone to raise money for his or her cause of choice through participation in the Cheesy Pretzel 5k. To get started, simply register to run or walk with us on Sunday, October 13, 2019, and then collect donations and pledges, 100% of which go to your organization. This form is required to become an official Charity of Choice in the Cheesy Pretzel 5k.

Instructions:

- You must register for the Cheesy Pretzel 5K Run/Walk and pay your registration fee before collecting pledges. **Pledges do not count toward your registration fee.**
- You are welcome to raise pledges to support any charity, organization, or cause of your choice.
- We encourage you to **notify us if you will be collecting pledges**. This will help us direct questions and contributions appropriately. Simply email info@HeartHavenOutreach.org with your name or your adult team leader's name, the name of your charity or organization, and a phone number or email address at which we can reach you or your team leader with any questions.
- It is your responsibility to give any contributions collected directly to your chosen charity or to your adult leader. (It is suggested that youth under the age of 18 have a designated adult leader overseeing fundraising efforts.) Heart Haven Outreach is not responsible for collecting or distributing funds raised through the Charity of Choice program.
- **It is recommended that you collect checks** for both your and your donors' safety. The canceled check will serve as their contribution record for tax purposes, unless you have made arrangements with your charity of choice to provide formal receipts. (Formal receipts are required for contributions of \$250 or more.)
- **It is your responsibility to find out whether or not contributions to your charity of choice are tax deductible and to inform your donors accordingly.** Not every charitable cause is a federally approved nonprofit organization. You can visit <http://www.irs.gov/Charities-&Non-Profits/Exempt-Organizations-Select-Check> to find out if your organization is eligible to receive tax-deductible contributions.

If you have any questions, please email info@HeartHavenOutReach.org or call (630) 226-8403

The Cheesy Pretzel 5k and Heart Haven Outreach, its employees, offices, directors, principals, and agents assume no responsibility for the collection, distribution, or other handling of any funds collected, solicited, and otherwise raised by any participants, unless raised for Heart Haven Outreach, and until the raised funds are physical tendered to Heart Haven Outreach. Donations may or may not be tax deductible, depending on the charity chosen. Your canceled check serves as your tax receipt. For more information, email info@HeartHavenOutReach.org or call (630) 226-8403.

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Organization Name: _____

Organization Website: _____

Organization Description (the how, what, why, where, when you do what you do) as well as why you are raising money:

Confirmation E-mail message to donor after gift is made: _____

Fundraiser E-mail message to individual who signs up to run on your organizations behalf: _____

Someone will need to set up Direct Payment to a bank account with Routing # and Bank Account #.

Contact's Name: _____

Contact's Email: _____

Contact's Phone Number: _____

Organization's Fundraising Goal: _____

The contact person above will be contacted to set up direct organization payments.

Please email organization logo to Ryan Lawrence at rlawrence@hearthavenoutreach.org

Any questions email info@HeartHavenOutReach.org or call (630) 226-8403