



Sunday, October 8, 2023
Promenade Bolingbrook

www.CheesyPretzel5k.org
630-226-8403

2023 Charity of Choice: 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. To get started, have one member from your organization register for the Cheesy Pretzel 5k, then submit this application form. After submitting, you will be able to collect donations online or in-person, 100% of which will go directly to your organization.

This Application is Required
to become an official Charity of Choice for the 2023 Cheesy Pretzel 5k.

Instructions:

- **Step 1** - At least one member of your organization must register for the Cheesy Pretzel 5K Run/Walk, before collecting donations. **Registration fees are NOT donations; 0% of registration fees will go to your charity of choice.*
- **Step 2** – Submit this completed application form to Heart Haven Outreach (so we can build your fundraising page!)
- **Step 3** – Promote your fundraising opportunity amongst your community.
- **BONUS PERK** – Optional 10x10 Vendor Space at the event, included for free! We will provide space, a table and two chairs. Charities are encouraged to bring a canopy tent, and to use the table to speak to / offer information to the community. **Please Note: You must communicate if you will use your vendor space by 9/30/23.*
- **While we recommend** rallying your supporters to register in the race and to fundraise together, this is not required.
- **Historically, organizations who have had the most fundraising success** encourage their community to join the race, donate after registering, and then help raise donations as a group. Some even go as far as creating custom shirts to denote their organization and encourage participation in their fundraiser.
- **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 you 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