GENERAL GUIDELINES FOR SUBORDINATE TEMPLES
WHEN CONDUCTING FUNDRAISING EVENTS

When holding fundraising events with some or all of the proceeds going to the Foundation (Convalescent Endowment Fund and/or Convalescent Relief Fund), the benefit to donors is the ability to claim charitable contributions for tax purposes. It is important to note that only the part of the donation that is given to the Foundation is deductible. Therefore, it is important for Subordinate Temples to provide a receipt that shows the actual amount received, the cost of the item/meal being purchased, and the amount of the donation that represents a contribution to the Foundation.

EXAMPLES:

- A Temple is selling tickets for $20 to a dinner that costs $15 with 50% of the proceeds going to the Temple and 50% of the proceeds going to CEF.

  In the advertisements, the Temple can state:

  50% of the proceeds will be given to the Daughters of the Nile Foundation for the benefit of Shriners Hospitals for Children®

  The ticket or receipt must contain a statement pertaining to the charitable contribution such as:

  The cost of the ticket is $20. A contribution of $2.50 from each ticket is given to the Daughters of the Nile Foundation. The Foundation is recognized as a tax-exempt 501(c)(3) organization and its Tax I.D. number and a copy of the Foundation's exemption letter are available upon request.

- If an individual makes a bid of $50 at a silent auction and the fair market value of the item is $25, the donor may claim $25 as a charitable contribution if all proceeds of the event are going to the Foundation. If 50% of the proceeds are going to the Foundation, the charitable contribution is $12.50.

Receipts should note that proceeds are going to the Daughters of the Nile Foundation for the benefit of Shriners Hospitals for Children®

Receipts should also include a statement that a copy of the Foundation's exemption letter is available upon request.

The following pages are examples of receipts that may be used. Any questions may be directed to a Foundation Board Member, or via email at contact@donfdn.org . Best of luck in your fundraising efforts. Working Together, we can help the lives of children for many years to come!

Daughters of the Nile

[NAME]
(Cash\Donated Auction Item and attending Event)

Donor/Business Name_____

Address_____

City/State/Zip_____

Contact Name_____

E-Mail Address_____

Donor's Signature_____

Date Received _____

Contribution Amount _____

Check No. _____

Item Description for Display and Bid Sheet (including any deadlines or restrictions):
_____
_____

Estimated Value _____

Our "[NAME]" Event starts at [TIME] and will be held at [LOCATION]. There will be a [DESCRIPTION OF EVENT, SUCH AS MEAL, LIVE AUCTION, ETC.] Tickets are $ [PRICE] each.

Your donation to the "[NAME]" Event is greatly appreciated. [AMOUNT] Percent (XX%) of your donation goes to the Supreme Temple, Daughters of the Nile Foundation for the benefit of Shriners Hospitals for Children®. The Foundation is recognized as a tax-exempt 501(c)(3) organization and its Tax I.D. number and a copy of the Foundation's Exemption letter are available upon request. The estimated fair market value for the goods and services received is $_____. Please retain this receipt as verification of the above donation in compliance with IRS regulations. You should consult your own tax advisor concerning the deductibility of the appropriate portion of your donation.

_____
Ways and Means Chairperson

Receipt 2

(Cash and not attending)

"[NAME]" EVENT

Donor/Business Name_____

Address_____

City/State/Zip_____

Contact Name_____

E-Mail Address_____

Donor's Signature_____

Date Received _____

Contribution Amount _____

Check No. _____

Our "[NAME]" Event starts at [TIME] and will be held at [LOCATION]. There will be [DESCRIPTION OF EVENT, SUCH AS MEAL, LIVE AUCTION, ETC.] Tickets are $ [PRICE] each.

Your generous underwriting donation to the "[NAME]" Event is greatly appreciated. [AMOUNT] Percent (XX%) of your donation goes to the Supreme Temple, Daughters of the Nile Foundation for the benefit Shriners Hospitals for Children®. The Foundation is recognized as a tax-exempt 501(c)(3) organization and its Tax I.D. number and a copy of the Foundation's Exemption letter are available upon request. Please retain this receipt as verification of the above donation in compliance with IRS regulations. You should consult your own tax advisor concerning the deductibility of the appropriate portion of your donation.

No goods or services were received in exchange for this donation.

_____

Ways and Means Chairperson

Receipt 3
(Donated Auction Item and Not Attending)

"[NAME]" EVENT

Donor/Business Name_____

Address_____

City/State/Zip_____

Contact Name_____

E-Mail Address_____

Donor's Signature_____

Date Received _____

Item Description for Display and Bid Sheet (including any deadlines or restrictions):
_____
_____

Estimated Value _____

Our "[NAME]" Event starts at [TIME] and will be held at [LOCATION]. There will be [DESCRIPTION OF EVENT, SUCH AS MEAL, LIVE AUCTION, ETC]. Tickets are $[PRICE] each.

Thank you for your generosity in donating an item to the "[NAME] Event. [AMOUNT] Percent (XX%) of your donation goes to the Supreme Temple, Daughters of the Nile Foundation for the benefit Shriners Hospitals for Children®. The Foundation is recognized as a tax-exempt 501(c)(3) organization and its Tax I.D. number and a copy of the Foundation's Exemption letter are available upon request. Please retain this receipt as verification of the above donation in compliance with IRS regulations. You should consult your own tax advisor concerning the deductibility of the appropriate portion of your donation.

No goods or services were received in exchange for this donation.

_____
Ways and Means Chairperson

Receipt 4
(Purchaser of Auction Items)
"[NAME]" EVENT
[NAME] Temple No. ____
Daughters of the Nile

Date Purchased _____

Item Purchased _____

Amount Donated _____

Estimated Value of Purchased Item _____

Thank you for making a donation by purchasing the above item at the "[NAME]" Event. [AMOUNT] Percent (XX%) of your donation goes to the Supreme Temple, Daughters of the Nile Foundation for the benefit Shriners Hospitals for Children®. The Foundation is recognized as a tax-exempt 501(c)(3) organization and its Tax I.D. number and a copy of the Foundation's Exemption letter are available upon request. Please retain this receipt as verification of the above donation in compliance with IRS regulations. You should consult your own tax advisor concerning the deductibility of the appropriate portion of your donation.

_____
Ways and Means Chairperson