



## Mandatory Training FUNDRAISING DIRECTOR

Who is the NEWH, Inc. President? \_\_\_\_\_

Name the person (and their position) on your board who you report to and go to for questions.

\_\_\_\_\_

Check the board members who have a vote on your board:

- |  |  |
|--|--|
| <input type="checkbox"/> President         | <input type="checkbox"/> Secretary         |
| <input type="checkbox"/> VP/Administration | <input type="checkbox"/> Executive Advisor |
| <input type="checkbox"/> VP/Development    | <input type="checkbox"/> Directors         |
| <input type="checkbox"/> Treasurer         | <input type="checkbox"/> Chairs            |

Only the Chapter President and Treasurer prepare/create the budget for the chapter.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

For any approved expense needing reimbursement - a reimbursement request must be submitted to your treasurer or NEWH, Inc. within \_\_\_\_\_ days and accompanied by a receipt.

Where should sponsor checks be mailed?

\_\_\_\_\_

Is there a fee to use the chapter credit card? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Who do I contact to use the NEWH, Inc. Chapter credit card for deposits and payments to vendors?

\_\_\_\_\_

All sponsors should receive a thank you letter stating NEWH's \_\_\_\_\_ Number, listing any goods and services they received and the fair market value of their donation.

What types of events are considered fundraising events?

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What needs to be done if your chapter/regional group would like to hold a raffle or silent auction?

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Is board approval needed on your fundraising event budget? \_\_\_\_\_ Yes \_\_\_\_\_ No

Fundraisers should target a \_\_\_\_\_% net proceeds.

Corporate partners receive a specific number of courtesy tickets per year for chapter fundraising events. How much are chapters reimbursed by NEWH, Inc. per courtesy ticket?

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Who should I send my event invitation/email broadcast requests to? \_\_\_\_\_

How much lead time is required for email broadcast requests? \_\_\_\_\_

Listing a fair market value is required for your fundraising event. \_\_\_\_\_ True \_\_\_\_\_ False

How many fields should be filled in when using the GoPayment App? \_\_\_\_\_

The Results of Activity Report needs to be submitted to the NEWH, Inc. office within \_\_\_\_\_ days after the fundraising event.

**Thank you for serving!**

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

Save this file as (lastname\_firstname) and email completed form to [erika.swansen@newh.org](mailto:erika.swansen@newh.org)