

2 Registration Guidelines

Registration in the “Friends” program affords benefits to your local efforts on our behalf, including:

- Increased legitimacy in the eyes of the supporting public.
- Added public confidence at the local level and enhanced fundraising efficiency.
- Official listing in our “Friends” registry.
- Sanction as an official “Friends of Catch-A-Dream” committee.
- Authorization to use our name and indicia in marketing your “Friends” project.
- Authorization to access special product purchase programs to support your raffles, auctions, etc.



These Guidelines are designed to assist our friends, whether operating as an official “Friends” committee or under your own local organization name. To receive the maximum benefit and official sanction by Catch-A-Dream, including access to logos, promotional materials and special purchase programs, registration is required.

1. How to Register

- a. Registration is a simple process that requires submission of the Registration Application, found in APPENDIX II.
- b. Complete the application and submit to the CADF Office.
- c. You will receive confirmation of registration after review and approval, along with a credentials card that can be used to validate your status as a registered Committee.

2. Legitimate Activities

- a. The types of activities that can be conducted on the local level are only limited by the imagination!
- b. We do not seek to dictate the nature of the activity that may best fit YOUR particular situation or community, but it is important that a significant level of decorum and integrity is maintained.
- c. In light of our mission, vision and values system, we cannot support any "Friends" activity conducted in conjunction with, or sponsored by the alcohol, tobacco or gaming industries.
- d. We recognize that social perceptions vary widely regarding the presence and/or use of alcoholic beverages, but we respectfully request that discretion be applied in all circumstances. Our preference is that alcohol not be served or consumed at "Friends" events, thus ensuring a safe, wholesome and family-friendly atmosphere. When, and if, alcohol is present, we request and expect moderation and discretion.
- e. Ultimately, we prohibit any activity in conjunction with a fundraiser that is, or might be considered, inconsistent with our mission or values.
- f. Catch-A-Dream Foundation reserves the right to withdraw the sanction and endorsement of any "Friends" committee that willfully or blatantly violates these priorities or any "Friends" protocol or principle.

LEGALITIES



- 1. Be sure you know the local and state laws in your location regarding fund-raising events. In some locations, these are tightly regulated or even prohibited.
 - The Catch-A- Dream Foundation cannot assume responsibility for any activity conducted by a "Friends" Committee that violates any local, state or federal law.
 - "Friends" Committees cannot be established under the auspices of the CADF charter or its IRS issued 501c3 "umbrella."
 - "Friends" Committees function as fiscally and legally separate entities from the Catch-A-Dream Foundation.
- 2. Use of CADF Indicia and Identity
 - Registered "Friends" may use the Catch-A-Dream name (I.E., Catch-A-Dream; Catch-A-Dream Foundation; CADF,) logo and wordmark in your promotion, as long as there is no activity that is inconsistent with our values and provided the name, logo, wordmark or any slogans are used verbatim without alteration.
- 3. Style and Printing
 - When spelled, the name should, whenever possible, be printed in Times New Roman Font.
 - "Catch-A-Dream" should ALWAYS be hyphenated. This is important for copyright purposes.
 - When using an abbreviation, "CADF" should ALWAYS be used; use of the acronym "CAD" is not acceptable, as it may cause confusion with other copyrighted acronyms.

3. Management of Funds

- a. Establishing a "Doing Business As" account (DBA) allows you to legally run and operate a "business" under the fictitious name of your choice while preventing others from using the name.
 - i. It also allows you to open a business checking account under the DBA name instead of just your personal name, and provides a separate accounting system to prevent your charitable efforts from becoming entwined in your personal accounts and finances, which can have tax implications that are better avoided than encountered!

FAQs

"How do I manage the funds, keep them separate from my personal finances, and have funds to cover costs of the event or project?"

We recommend that you establish a non-profit "Doing Business As" (DBA) account at your local banking institution. Once the DBA is established, you can manage the fundraising income and expenses through this account, and then transact the ultimate proceeds from the DBA.

- ii. Setting up a DBA is a fairly simple process, but can sometimes involve filing documents with the local County Clerk or equivalent office, etc. Your local banker will generally know what is required.
 - iii. Establishing a DBA is NOT the same as creating a 501c3 or other charitable organization which, in most cases, is not necessary or desirable for these purposes (though not prohibited by CADF.)
 - iv. The DBA must be established using an identification number (EIN, social security, etc) of a member of the local Committee rather than using the CADF EIN.
 - v. Use the DBA to collect funds from entry fees, raffle ticket sales, auctions, etc. and place these into the account to be used to cover expenses. We don't recommend that "donations" be made payable to the DBA, due to reasons explained in Section 6 below.
- b. All net proceeds from a "Friends" event must be transacted to the CADF. We do not allow proceeds from Friends of Catch-A-Dream activities to be allocated to other projects, charities or entities.
- i. The "Friends" Committee may retain a small portion of the funds in the DBA (or other) account to provide start-up funds for the next "Friends" activity. Up to 3% of the net proceed may be retained, not to exceed \$200.

4. Charitable Donations – these exist in either of two forms, CASH and IN-KIND

- a. Cash – cash, checks, money orders, etc
 - i. Any donor or contributor who desires a tax receipt from Catch-A-Dream for a charitable cash donation should make the donation payable directly to our Foundation.
 - ii. In some cases, your supporters will desire to send a check directly to the CADF office. This is perfectly acceptable. It is vital, however, that they indicate to us that the donation is in support of your "Friends"

committee, thus ensuring proper assignment of the funds to your account in our records.

- iii. A check written to you personally, or even your DBA or event name, despite the fact that the money ultimately reaches our foundation, can be credited to that individual in our books (IRS regulation) ONLY if you:

1. Provide a written statement detailing the "trail" originating with the donor, passing through your account(s), etc.
2. Provide detailed contact information on the donor (name, address, telephone, check #, etc.)
3. Clearly convey in the statement the originating donor's intent to make a charitable contribution to the Foundation. See APPENDIX III for a sample format.
4. Given the complexity of this audit trail, we recommend against this approach when an alternative exists (and it generally does exist!)
5. Use of a simple CASH receipt book (available at most department stores, office supplies, etc) can expedite this process.
 - a. Provide the donor a temporary cash

RECEIPTS

As a 501c3 organization, CADF is required to account for resources given or otherwise transmitted to us by donors, benefactors and supporters. Our books are audited annually by an independent firm, and good business practice dictates detailed tracking of income and expenses. Both cash and "in-kind" donations must be tracked in the receipt process. Any product or service (in-kind contribution) donated to your "Friends" activity or event is technically given to CADF, and thus these must be properly receipted and reported to our office. We, in turn, provide the final receipt to the donor for tax purposes.



