

Participating Organization Rules for
Alicia Renee' Foundation's "Tears From Heaven"
Guinness World Record Ball Release
Fundraising Event

November 10, 2018

1. All participating organizations must be registered with the Internal Revenue Service, be recognized as a non-profit entity, and have filed their most current year tax return.
2. When registering your non-profit organization online as a participant in the Fundraising Event be sure to include the organization's EIN and mailing address. The mailing addresses will be verified with the address on the Internal Revenue Service website.
3. Alicia Renee' Foundation maintains an "at will" relationship with each organization, and reserves the right to deny its services to any group that does not meet the above criteria.
4. The net donations of each participating organization will be paid out within 15 days of the Fundraising Event.
5. The fee breakdown which each organization will pay is as follows:
 - a. Credit card processing fee of 4.95%
 - b. Administrative Fee of 10%
6. The platform is set up so your supporters/donors will have the option to elect GiftAssist at checkout. GiftAssist allows your supporters/donors to help with the credit card processing fee of 4.95%.
7. The administrative fee of 10% will be based on the donation amount excluding the GiftAssist amount if elected.
 - a. Example: Donation is \$100 and GiftAssist is elected for \$4.95; therefore, the donor is paying \$104.95. The administrative fee will be based on the \$100 donation; not the \$104.95.
8. A check will be mailed to each participating organization to the mailing address submitted on the Fundraising Event's online registration page. If the

mailing address or EIN is not completed on the registration then the funds will be held until the information is submitted to Alicia Renee' Foundation (Lisa@AliciaReneeFoundation.org) and verified.

9. The Board of Directors of Alicia Renee's Foundation want to thank you for your participation in this Fundraising Event. We wish each of you the best. Happy Fundraising!
10. Feel free to email us at Lisa@AliciaReneeFoundation.org or call us at 844.827.6800 with any questions.