

Thank you for considering organizing a fundraising event for Beacon Foundation! Our goal is to make it as easy as possible for you.

### Some things that we'll need to know

- You can organize any type of fundraiser you want! The foundation has benefited from low-key events like bake and book sales. Funds have also been raised through craft fairs and golf tournaments. The theme of the fundraiser is up to you. We just need to know the details. Please complete the fundraiser form and send it to us at least four weeks in advance of the event. You may wish to create a fundraising page at www.mightycause.com to promote your event and share it with others to encourage support. Check out www.mightycause.com for fundraising resources and to link your page with Beacon Foundation's in order to process online donations.
- If contracts are needed for the event, like for catering or rentals, we'll need a copy for our records. Expenses incurred of \$100.00 or more must be approved in advance by the board of directors. Not all expenses will be reimbursed. Please contact us prior to making any purchase and to receive an expense reimbursement form.
- We ask that two people count the money, verify the total and sign the deposit form. Send us the form along with the donation. Please obtain a cashier's check from a financial institution for cash donations.
- We will issue thank you letters to all donors. Please provide us with a list of donor names, addresses and donation amounts and forward that to us.

### Some things that you'll need to know

- Beacon Foundation's mission is to provide financial assistance to Delta Air Lines flight attendants who are unable to work and are suffering from, or providing primary care for an immediate family member who is suffering from, a serious/terminal illness, injury or disability. Beacon Foundation helps to maintain the dignity of families who have lost their income and are struggling to pay their bills. The grant that they receive from Beacon Foundation is a bridge that helps them pay for necessary living expenses such as: housing, food and electricity.
- Beacon Foundation is maintained by volunteer flight attendants. It is recognized by the IRS as a 501(c)(3) tax-exempt non-profit corporation which means that all donations are tax-deductible.

Thank you again for your interest in Beacon Foundation! We value volunteers like you working hard on-behalf of the foundation to promote and organize our fundraisers. Your assistance will allow us to continue to help our co-workers in need. Should you have any questions or concerns, please do not hesitate to contact us at: 651-245-2441 or at: [info@beaconfoundation.org](mailto:info@beaconfoundation.org).

Sincerely,



Jeff Abrahamson, President  
BEACON FOUNDATION

## Fundraiser Form

Name of primary contact \_\_\_\_\_

Phone no. \_\_\_\_\_ Email address \_\_\_\_\_

Name of secondary contact \_\_\_\_\_

Phone no. \_\_\_\_\_ Email address \_\_\_\_\_

### EVENT INFORMATION

Describe the event and include title, date(s), time(s) and location(s) \_\_\_\_\_

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Beacon Foundation will post the details of the event on our website and Facebook page.

Will you be using MightyCause.com to process online donations? \_\_\_\_\_

Please list what assistance you may need from Beacon Foundation \_\_\_\_\_

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Please send this form to Beacon Foundation at least four weeks prior to event. Should you have any questions or concerns, please contact us at: 651-245-2441 or at: [info@beaconfoundation.org](mailto:info@beaconfoundation.org).

\_\_\_\_\_  
Signature of primary contact

\_\_\_\_\_  
Date

## Deposit Form

Name of primary contact \_\_\_\_\_

Phone no. \_\_\_\_\_ Email address \_\_\_\_\_

Name of secondary contact \_\_\_\_\_

Phone no. \_\_\_\_\_ Email address \_\_\_\_\_

Title and date(s) of fundraiser \_\_\_\_\_

### DONATION TOTALS

Cash received \$ \_\_\_\_\_

Checks received \$ \_\_\_\_\_

Total amount submitting: \$ \_\_\_\_\_

Number of checks submitting: \_\_\_\_\_  
(personal checks, cashier's checks and money orders)

\*If you received cash donations, please obtain a cashier's check from a financial institution. Please provide us with a list of donor names, addresses and donation amounts of each person to be credited so that we may properly record the funds and mail official receipts. Beacon Foundation requests that two people count the money, verify the total and sign below.

Please submit this form, along with proceeds, to Beacon Foundation within fourteen days after the event. Should you have any questions or concerns, please contact us at: 651-245-2441 or at: [info@beaconfoundation.org](mailto:info@beaconfoundation.org).

We, the undersigned, hereby acknowledge and confirm that we have counted and verified the event proceeds being submitted along with this form to Beacon Foundation.

\_\_\_\_\_  
Signature of primary contact\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of witness\_\_\_\_\_  
Date