



Garden Party

SHOWCASE PROPOSAL FORM

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I would like to create the following showcase:

Names of other volunteers assisting with showcase:

Showcase Guidelines:

- Individual must submit a Showcase Proposal to the Showcase Chair for approval.
- Individual will secure donations (cash or items) for their showcase. Donors should receive an official event donation form at the point of contribution from the individual organizing the showcase, and a copy must be provided to FVHH for event recognition and tax reporting.
- If donations are deposited to a separate account outside of the FVHH (i.e. checks made payable to the individual, organizing group, etc.) and subsequently donated in a single sum to the FVHH, only the individual, organization, etc. whose name appears on the check will receive tax benefits for the donation. Donors contributing in this circumstance should be made aware that their gift would not be acknowledged as a tax deductible donation by FVHH and recognition will not be provided at the event.
- Individual is responsible for covering all expenses for their showcase through their fundraising and donation efforts and any receipts for reimbursement out of their showcase fundraising must be submitted to FVHH within 10 business days after event.
- FVHH cannot provide individual showcases staff support for solicitation, financial support or access to any mail or e-mail lists including but not limited to donors, clients, staff or vendors – do to privacy guidelines.
- Any surplus of funds raised for a particular showcase, will become a donation to the event.

Printed Name: _____ Signature: _____

Please return completed form to:

Gayle Deja-Schultz, Director of Development
Fox Valley Hands of Hope, 200 Whitfield Drive, Geneva, IL, 60134 or gayled@FVHH.net