25 Ways to Raise Money for UCP
A Guide for Board Members and Volunteers

Created by Deana Claiborne
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March, 2010
This booklet was developed to assist UCP board members and volunteers in finding ways to participate in our fundraising endeavors.

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How to create your own UCP Fundraising Website
25 Ways to Raise Money for UCP

1. Give
Sounds a bit self-evident, but giving is always the first step in fundraising. We can't expect others to give to a cause we don't support with our own financial contributions. So we start by reaching into our own pockets and we give as generously as we can afford.

2. Ask those around you to give
We'll be sharing a lot of alternative ways to make this happen, but the simplest, most time-tested way is to personally share your story about your involvement with UCP and ask your friends to make a contribution.

3. Create an honorary or memorial fund
Is there someone in your life who deserves honor or recognition? Is there someone you would like to memorialize for the life they lived? Creating an honorary or memorial fund is a special way to share a life's legacy with loved ones and friends.

4. Make a workplace contribution
Designate UCP as your charity of choice. Many organizations have their own internal workplace campaigns. You can also give a workplace contribution through United Way by entering the UCP code: 7005. Share this code with everyone you know, and ask them to enter this number on their United Way workplace giving forms.

5. Ask about a workplace match
Many organizations match their employee contributions through their foundations or other corporate giving programs. Most organizations prefer to give to charities their employees believe in and support. Ask if your company has a matching gift program.

6-10. Participate in one of UCP’s Special Activities

Resolution Run:
The Resolution Run is a 5k run, walk or wheelchair roll, a special event that is both an inclusive, family-centered event for the entire Nashville community, and a fund-raising event to benefit the UCP Durable Medical and Adaptive Equipment Exchange. In 2010, TV's Biggest Loser Finalist Liz Young was on hand to kick off the race and promote a healthy lifestyle for the New Year. You can help by joining the event committee, selling sponsorships, creating teams and generating enthusiasm for the event.
Activity Date: New Year’s Day
Location: Downtown, Starting at Hall of Fame Park
Attendance/Participation: 1,200 runners, 1,700 overall attendance including spectators

Casual Day:
Since its inception, Casual Day has netted over half a million dollars for UCP. Participants receive a variety of incentives for involvement at various levels. These may include gift certificates, 8X10 prints, magnifying glasses, and other small items in their Casual Day package. You can help by recruiting businesses to participate.
Activity Date: First day of summer and other summer dates selected by area businesses  
Location: Middle Tennessee businesses  
Attendance/Participation: Each year over 300 area businesses and an estimated 4,500 employees participate in Casual Day.

**Music Row Golf:**  
The Music Row Ladies Golf Tournament is an "insider" event produced by Nashville's music industry. Lead by a variety of industry executives, the tournament is UCP's longest running special event. Players are awarded prizes on everything but their golfing skills. Teams come dressed in costumes and they even decorate their golf carts. You can help by joining the sponsorship sales team.  
Activity Date: July 26, 2010  
Location: Old Natchez Country Club  
Attendance/Participation: 600 golfers each year. Estimated sponsors, caddies, guests and media bring the crowd up to around 900 people.

**Southeast Financial Golf:**  
Produced by our friends at Southeast Financial Credit Union, UCP is one of two charity beneficiaries of this tournament. You can help by selling sponsorships, recruiting teams, and helping to promote the event in area corporations.  
Activity Date: TBA Summer 2010

**Holiday Card Campaign:**  
The Holiday Campaign is a simple fee for service activity in which UCP solicits corporations and individuals to purchase Holiday cards. UCP designs and prints at least one signature card each year. UCP prepares and mails the cards for many of the companies and individuals, which also includes maintenance and updating of the customer's holiday database records. You can help by promoting and selling the UCP signature card.

12. **Create your own mini-fundraising event**

*Here are a few ideas:*

Invite a group of friends to your home for dinner and a movie on your big screen TV (if you don’t have a big screen TV, this is a great excuse to get one). Ask your friends to donate the amount of money they would have paid for a night out, dinner and a movie.

Gather your family and friends and reserve a room at your favorite restaurant. Place an order ahead of time for everyone's preferred meal, not exceeding $50 each with tip included, and let the chefs do the cooking. Ask everyone to contribute $100. You should have at least $50 from each person to contribute to UCP.

Pick a night when the weather is nice and there's a great game on TV. Set up a projector unit on your patio and broadcast the game on a big screen. Cook out and fill the cooler with icy drinks. Ask your guests to make a "game ticket" donation to UCP.
During the holidays, ask the adult members of your family to make designated contributions to UCP instead of purchasing gifts that people don't really need. At your annual holiday get together, put an ornament on the tree that commemorates the amount your family gave to charity.

You get the idea. Be creative.

13. **Create a major event for UCP**

   Ok, we know this isn't for everyone. But if you are really ambitious, this may be the way you make your mark on the world. Large special events require a lot of planning, a lot of front-end fund raising, and a lot of persuasive arm twisting. In the back section of this booklet, we have information about how to develop a major special event.

14. **Link a Product or Service to UCP fundraising**

   This is called Cause Marketing. Cause Marketing has great benefits for product sales, and it has wonderful benefits for charities. When making a purchase, assuming all other things are equal, most people will choose a product with a charity connection over the competitor product. Newman's Own products are sold in every grocery store across the nation. The next time you are in a big box store just look around and identify the number of products you see with the Komen Foundation pink ribbons. Identify a product or service, and help develop a UCP cause marketing campaign around it.

15. **Develop your own fundraising web page for UCP**

   Look in the back of the book for step-by-step instructions on how to create your own personalized UCP donation website. And if you are still a bit technophobic, just ask us and we will create one for you. We'll even send out emails on your behalf to your friends with a link to your website.

16. **Tell all your friends on Facebook about UCP and send them to our Facebook giving link**

   http://apps.facebook.com/causes/192629

17. **Encourage people to make an online gift through other giving portals**

   You can donate through many online portals, including Active Giving, and the locally based GivingMatters.com

   Go to http://www.ucpnashville.org and click through the links.

18. **Submit a proposal to a foundation on behalf of UCP**

   We'll draft the actual text for your. And to make it easier, we have an online survey that will guide you through a series of questions that will help you put together your proposal.

   www.surveymonkey.com/s/JSTFGDV
19. Identify a major corporate underwriter for UCP
   You can also use the UCP survey site to create your own corporate underwriter proposal.
   www.surveymonkey.com/s/JSTFGDV

20. Ask your civic club, Sunday school class, fraternity, or other group to take on UCP as a special project
   These are called affinity networks. People enjoy being around one another, and they enjoy taking on projects together. We are glad to provide a presentation to your group about UCP and the families we serve. Engaging ready-made groups of people is the best way to exponentially increase your fundraising efforts.

21. Put UCP in your will
   This is called legacy giving. Making a substantial bequest to the charities we champion in our lives is one way to define the way we wish to be remembered. Of course we hope it's a long time before this funding endeavor comes to fruition.

22. Name UCP as beneficiary in a life insurance policy
   Depending on your age, this is a relatively inexpensive investment that will one day generate a big return to UCP.

23. Create a trust and name UCP as beneficiary
   There are any number of ways that trusts can be used to benefit people you love, to protect assets and to serve the charities that mean the most to you. We are glad to point you to professionals who can help you craft a trust to meet your needs.

24. Connect UCP with people who have the power to mobilize gifts and major dollars
   Fund raising is all about relationships. If we can't get our foot in the door, we can't tell our story. It isn't always about "sealing the deal." Sometimes it's just as important to create the connection. Think about the people you know who are in positions of influence. Can you create an introductory meeting? Take them to lunch with a UCP professional?

25. Snag a celebrity who will help raise funds for UCP
   UCP is a great charity for a celebrity connection. We have worked with celebrities ranging from former NFL player Drew Bennett to country music icon Garth Brooks. Celebrities have fans, and fans bring money to our special events. Just remember, we want dedicated celebrity spokespersons who have the kind of integrity and commitment to the families we serve that we strive to imbue throughout our organization.
Dear Friends,

Thank you for your interest in conducting a fund-raising activity on behalf of United Cerebral Palsy of Middle Tennessee. We deeply appreciate your desire to assist us in our efforts to advance the independence, productivity and full citizenship of individuals with disabilities in our community. Conducting a fund-raising activity of any type is a major initiative, and we applaud your diligence in investigating the appropriate methods of proceeding.

Due to IRS regulations and State Charitable Solicitations laws, the process of putting together a fund-raising event is a bit more challenging than it may have been in times past. All charities are subject to more scrutiny now than ever before. We have compiled this package in order to assist you in your efforts, and to ensure that both UCP and your event volunteers are protected ethically, legally and financially. Please be aware that in any but the most unusual circumstances, it takes a good deal of time to design, coordinate, and execute a successful charitable fund-raising strategy, taking all of these things into consideration.

In general, there are two ways to conduct an a charity related activity:

The activity may be conducted “in-house” by you or your business. You collect and disburse all funds and donate a designated portion of the remainder to the charity. You may notify participants that “a portion of the proceeds from the event will be donated to United Cerebral Palsy.” In this case, since deposits and expenses are managed through your accounts, you are responsible for all financial reporting to the Internal Revenue Service. You may be able to take a charitable deduction for the amount you contribute from your activity, however no other donor or participant may take a charitable deduction. You are not required to obtain charitable solicitations permits because technically, are not conducting a charitable activity. However, it is required by law that you disclose how much (or what portion) of funds collected will go to the charity (for example, “Thirty dollars from the sale of each ticket will go to UCP”).

The activity is conducted under the umbrella of UCP or another IRS tax-exempt organization. In this case, all income and expenses are run through UCP’s (or the designated tax exempt organization’s) accounts. Charitable Solicitations permits must be obtained for this event on an annual basis. If conducted under the UCP umbrella, the event becomes a part of UCP’s annual budget and is overseen by the board of directors. Income and expenses are audited and reported on the organization’s IRS 990. All donations are considered tax-deductible within existing IRS parameters.

The route you choose is dependent on a number of factors, which may include timing (can the event be included in the annual UCP budget process?), size of the event, anticipated revenues, and organizers’ specific wishes. The UCP board of directors is selective about the number and types of events that it oversees, for a number of reasons. We hope the enclosed information will help you to make decisions about how you may best coordinate your event.
Please allow us to be frank about our goals and objectives. The UCP board votes annually on a budget that specifies the amount of money we need to raise to accomplish our goals. Each year, we distribute all the funds we raise in order to provide much needed community services. If we fail to meet our fund-raising goals, we fail families in need. We have a very small staff and a dedicated group of volunteers, whose efforts we would prefer to remain focused on direct services. Given, however, that we must ensure cash influx for monthly operational expenses, every fund-raising activity we participate in must move us substantially toward this operational requirement. To put it simply, we cannot afford to divert resources into activities that place our charitable services at risk.

We believe the best policy is to inform prospective donors and volunteers of our needs, services, and fund-raising goals from the time they first become involved with us. Due to the extensive needs of the individuals we serve, UCP is specifically seeking activities that raise significant funds with low cost, minimum staff and volunteer diversion from direct service activities, and opportunity for sustainability over a period of several years.

By no means do we wish to imply that small contributions or one time activities are not meaningful to us. Every contribution is valued and appreciated. It is important to recognize however, that special events take a lot of time and human resources. We do not want any volunteer or donor to feel that their extensive efforts were less than satisfactory in terms of funds raised. Quite honestly, in some situations, it is more financially effective to solicit caring people for a direct contribution than it is to create a time and cost-intensive special event.

We want your effort to be successful. To this end we have developed a questionnaire and information to guide you in your event coordination efforts, along with a sample budget for a successful fund-raising activity. We are available to answer questions related to the information contained in this package.

We believe that volunteers and donors are more productive when they understand the serious nature of the responsibilities they are undertaking, and they have an appreciation of how funds raised are used to benefit lives in our community. Once again, thank you for your interest in helping a great cause. We believe your involvement can help us move a few mountains for people with disabilities in Tennessee!

Sincerely,

Deana Claiborne,
Executive Director
### UCP of Middle Tennessee

**Questionnaire for Fund-Raising Activities**

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<th>Yes</th>
<th>No</th>
<th>Item</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>1. Do you plan to use UCP’s name and/or logo in conjunction with your fund-raising activity?</td>
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<td>2. Do any of your donors plan to take an IRS charitable deduction for contributions?</td>
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<td>3. Do you plan to run all income and expenses through an account that is independently audited?</td>
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<td>4. Have you developed a budget for your fund-raising activity?</td>
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<td>5. Have you obtained a State of Tennessee Charitable Solicitations permit?</td>
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<td>6. Will your activity require time or effort on the part of UCP staff or volunteers?</td>
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<td>7. Do you have a system in place that will ensure that each donor obtains a receipt for the tax-deductible portion of their contribution?</td>
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<td>8. Will any individual or organization other than the charity receive substantial financial benefit or compensation from their involvement in this activity?</td>
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<td>9. Do you have a plan in place to cover all expenses related to the proposed event/activity?</td>
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<td>10. Do you have adequate liability insurance to cover losses from damages or accidents?</td>
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<td>11. Do you plan to serve alcohol at your event?</td>
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<td>12. Do you plan to solicit funds from existing UCP donors?</td>
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<td>13. Do you plan to use telemarketers or other paid solicitors?</td>
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<td>14. Do you plan to promote or advertise this activity to the general public?</td>
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<td>15. Is there a raffle or other gaming activity connected to this event?</td>
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</tbody>
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*See following information for items related to your specific responses.*
If you plan to use UCP’s name and/or logo in conjunction with your fund-raising activity, you need to complete the enclosed Summary of Fund-Raising Activity Information and submit it to the UCP Board of Directors for approval. Contact UCP at 615/242-4091 for information about upcoming board meeting dates. You are welcome to come in person to present your plan.

If any donor plans to take an IRS charitable deduction for their contribution, the contribution must be made directly to the charity. The donor can deduct only the portion of the contribution that is available for use by the charity in conducting charitable activities. (In other words, if the donor receives something in exchange for the contribution, only the amount that exceeds the value of the item or service received is considered tax deductible.)

If any of your participants plan to take an IRS charitable deduction, you will need to run all income and expenses through an IRS approved tax-exempt organization. If none of your participants plan to take a charitable deduction, you may run income and expenses through a regular bank account. The entity that receives and disburses funds is responsible for reporting all income and expenses to IRS. Income and expenses for board-approved UCP fund-raising activities may be conducted through UCP accounts. UCP’s tax exempt status and IRS identification can be used only in conjunction with activities run through our accounts, overseen by our treasurer, reported on our IRS 990, and audited as an annual function.

A budget for a successful fund-raising activity includes all anticipated sources of income, all event-related expenses, and the amount of funds that will be distributed to the charity. As a general rule, the amount expended on the activity itself should not exceed 25% of the total revenues. A sample budget for a successful fund-raising activity is enclosed.

A Charitable Solicitations permit is required from the State of Tennessee for all activities conducted in the name of a charity. The application for this permit may be obtained from the Secretary of State at the following site: [http://www.state.tn.us/sos/charity](http://www.state.tn.us/sos/charity) UCP submits information related to all fund-raising activities conducted under the auspices of our board of directors on an annual basis.

UCP staff and volunteers are available to provide assistance for appropriately scheduled events and activities as approved by the Board of Directors. Please note that any time spent by UCP staff members on fund-raising activities must be charged to the activity in order to determine the actual cost of the event to the organization. The availability of staff to assist on the project is directly dependent on ongoing events and activities and existing staff responsibilities. UCP cannot guarantee staff or volunteer involvement if such involvement would interfere with existing scheduled activities, including services to individuals with disabilities and their families. The best way to ensure staff involvement is to have your project plan submitted by the annual planning process, which takes place at the beginning of each calendar year. This will incorporate tasks related to your project into job descriptions and timelines.
UCP issues receipts to donors within 24 hours of deposits of contributions. Receipts are numbered and identified by check number, date of receipt, and name of donor. Copies are made of all contributions received and these are maintained along with copies of deposit slips.

While it is recognized that certain expenses are a necessary and essential part of every fund raising event, the real issue is one of motivation and intent. If the intent of the fund-raising activity is to raise money for charity, all options for donations of goods and services should be explored before committing to payment. Moreover, the percentage of gross income that will actually go to the charity must be taken into consideration before the name of the charity is used in conjunction with an event. This will ensure that the public is not misled about who actually benefits from income associated with the event.

Special events can be a risky endeavor. If costs get out of hand, the charity or volunteers putting on the event stand to lose time, money, and reputation. The best way to alleviate risk is to ensure that all costs are covered by underwriters or in-kind donations.

While an accident with damages or injury is certainly not expected, the resulting losses can be minimized by adequate liability insurance. Generally, the venue hosting the event is responsible for losses, but if there is inadequate coverage, or other extenuating circumstances, the charity or volunteers may be held liable.

Due to special liabilities and legal restrictions regarding the serving of alcohol, clear policies should be in place to ensure adequate protections for the charity and its volunteers.

UCP is careful not to “oversolicit” donors. Some donors make it clear that they will only give at specific times of the year, to specific activities. Careful consideration must be given to making requests that might affect other on-going fund-raising activities.

UCP does not pay for telemarketers or other types of solicitations that may be considered overly intrusive to our donors and friends.

While promotion of special events may be the key to the event’s success, there are certain types of promotions and times of year that present difficulties. For instance, proposals for special events that are scheduled during a time when UCP has an already existing special event are subject to greater scrutiny because of the stress this might pose on our limited resources.

Raffles, lotteries, gaming, or similar activities are subject to special laws in Tennessee. If you are considering such an event, please ensure that you have legal guidance in the development and approval of such by the Secretary of State. Go to the following site for more information: http://www.state.tn.us/sos/charity/gaming/index.htm
United Cerebral Palsy of Middle Tennessee
Special Event Fund-Raising Summary

Name of Person responsible for event/activity: ________________________________

Address: __________________________________________________________________

Telephone: __________________________________________________________________

E-Mail: ___________________________________________________________________

Name of Event: ____________________________

Location: __________________________________________________________________

Date(s) Time(s) to Be Held: __________________________________________________

Description of Event: _________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Jobs/Responsibilities of Volunteers: (attach additional sheets if necessary)

____________________________________________________________________________

UCP Staff Assistance will be needed for the following activities: (attach additional sheets if necessary)

____________________________________________________________________________

Total Amount of Funds to Be Raised: _____________________________________________

Total Event Cost: ______________________________________________________________

Net to UCP: __________________________________________________________________

Accounting:

[ ] We would like to route all income and expense through UCP accounts in order to benefit from IRS tax exempt status, board of directors oversight, IRS reporting, and annual audit.

[ ] We will maintain our own income and expense records and forward net proceeds to UCP.

Please attach your budget for the event, using the following format:
# Budget for Fund-Raising Activity

**Income**

<p>| | |</p>
<table>
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<tr>
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<tbody>
<tr>
<td>Major Underwriters</td>
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<tr>
<td>Sponsors</td>
<td></td>
</tr>
<tr>
<td>Participants</td>
<td></td>
</tr>
</tbody>
</table>

**Total Income**

**Expenses**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Food</td>
<td></td>
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<tr>
<td>Insurance</td>
<td></td>
</tr>
<tr>
<td>Mileage &amp; Travel</td>
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<tr>
<td>Postage</td>
<td></td>
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<tr>
<td>Printing</td>
<td></td>
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<tr>
<td>Professional Services</td>
<td></td>
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<tr>
<td>Rent - Venue</td>
<td></td>
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<tr>
<td>Supplies</td>
<td></td>
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<tr>
<td>Telephone</td>
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</tr>
</tbody>
</table>

**Total Expenses**

**Net to UCP**

**Percentage of Fundraising Costs**

**Percentage to Charity**

Other attachments:

1. Documentation of State Charitable Solicitations and other Government Required Permits or Licensure
2. Proof of Liability Insurance naming United Cerebral Palsy of Middle Tennessee, Inc.
3. Participant Release Forms, holding harmless United Cerebral Palsy of Middle Tennessee, Inc., its board of directors, staff, volunteers and agents.
Guidelines for Creating Your Budget

Following is a sample budget for a fund raising activity. Charities are carefully scrutinized on the costs of their fundraising activities. A general rule of thumb is to ensure that you do not spend more than 25% of gross proceeds from your activity on costs to produce the event. Also, pay special attention to up-front development of underwriters and sponsors. This is the typical source of annual start-up funding. If you plan to pay for products or services prior to the date of your event, you must generate money to cover these costs before the invoices arrive. UCP cannot use designated program and service funds to pay for special event costs.

Sample Budget for Fund-Raising Activity

Income

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Underwriters</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Sponsors</td>
<td>9,000.00</td>
</tr>
<tr>
<td>Participants</td>
<td>28,800.00</td>
</tr>
<tr>
<td>Silent Auction</td>
<td>6,500.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>54,300.00</strong></td>
</tr>
</tbody>
</table>

Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>506.00</td>
</tr>
<tr>
<td>Mileage &amp; Travel</td>
<td>89.60</td>
</tr>
<tr>
<td>Postage</td>
<td>180.00</td>
</tr>
<tr>
<td>Printing</td>
<td>948.00</td>
</tr>
<tr>
<td>Professional Services</td>
<td>1,100.00</td>
</tr>
<tr>
<td>Rent - Venue</td>
<td>2,300.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>6,400.00</td>
</tr>
<tr>
<td>A/V Services</td>
<td>500.00</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>13,023.60</strong></td>
</tr>
</tbody>
</table>

Net to UCP 41,276.40

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Fundraising Costs</td>
<td>24%</td>
</tr>
<tr>
<td>Percentage to Charity</td>
<td>76%</td>
</tr>
</tbody>
</table>
Create your Own UCP Fundraising Website
(or contact UCP and we will set one up for you!)

Go to the UCP website
http://www.ucpnashville.org
And click on the Active Giving link above

Step 1

Go to the UCP website
http://www.ucpnashville.org
And click on the Active Giving link above

Step 2

Create an Active Account if you do not already have one
Establish UCP as the beneficiary of your fundraising website. Use information provided below:

### Setup Beneficiary Information

#### Organization Information
- **Organization Name:** United Cerebral Palsy of Middle TN
- **Federal Tax Number:** 58-1663741
- **Website:** http://www.ucpnashville.org

#### Accounting Information
- **Make checks payable to:** United Cerebral Palsy of Middle TN
- **Address 1:** 1200 9th Avenue North
- **Address 2:** Suite 110
- **City:** Nashville
- **State:** TN
- **Zip/Postal Code:** 37208
- **Country:** USA

#### Contact Information
- **First Name:** Deana
- **Last Name:** Claiborne
- **Phone:** 6152424091
- **Fax:** 6152423582
- **Email:** Deana_Claiborne@ucpnashville.org
Step 4  Create and name your campaign and your web address

Campaign Details
Please create a campaign title and web address. Your title will be displayed at the top of your campaign web page.

*Title:  

I.e. Jon's Race for a Cause, Team Rabbit Riders, etc...

*Create your web address:  http://www.active.com/donate/  (no spaces)

Service Agreement

Fees:
ActiveGiving has no setup charge or minimums.

You will be charged a fee equal to 6.5% of the transacted amount plus $1.00 ("Active Fees") for each online donation transaction ("Donations").

Active will remit the money collected on your behalf every 2 weeks via check for the previous 2 week period of Donations less the Active Fees.

You are responsible for all refund processing.

Active may reimburse itself for any credit card 'chargebacks' or overdue amounts out of Donations; in the event funds are not available, you understand and agree to reimburse Active for any such charges.

Please read the Agreement carefully

Hosted Software License & Services Agreement

This Hosted Software License & Services Agreement ("AGreement") is made effective as of the date of your online acceptance of this Agreement ("Effective Date") and entered into between The Active Network, Inc., a Delaware corporation, with its principle offices at 10182 Telesis Court, San Diego, CA 92121 ("Active", "TAN" or "we" or "us") and the entity or organization on whose behalf you are accepting this Agreement ("you" or "your" or "Customer"). Active agrees to provide you the Services (as defined below) subject to the following terms and conditions. Please read this Agreement carefully. By electronically agreeing and accepting, you acknowledge that you have read and understand these terms and have the authority to enter into this Agreement on behalf of the Customer.

1. Services. Active will provide you with access to certain of its hosted software products ("Product(s)"") as well as applicable related services and support ("Services") based on the functionality, features, options and fees related to the Products and Services you have elected.

I Agree

Click here to print Agreement.

PLEASE NOTE:
It will take 24 to 48 hours for your page to become available to take online donations.
Step 5

Customize your web page. Use the tabs below to edit campaign details, change the layout design, or set the color scheme. You can add your own text and pictures, as well. You can save periodically as you are working. Clicking “save and finish” will not take you away from the page you are working on. Continue to navigate through this section until you have completed all the information you want to include on your webpage.