

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6.24.2020
VSF-DVS Joint Policy Number 11		Revised: 12.10.2020

**VIRGINIA VETERANS SERVICES FOUNDATION  
VIRGINIA DEPARTMENT OF VETERANS SERVICES  
Veterans Services Fund – Fundraising  
Policy and Procedures**

**J11.1 Purpose**

- A. Planning and coordination are essential to successful fundraising and to avoid duplication in approaching potential donors in the name of the Virginia Veterans Services Foundation (VSF) and the Virginia Department of Veterans Services (DVS). For the purposes of this policy, the term “fundraising” includes solicitation and acceptance of donated funds.
- B. To preserve the credibility and integrity of VSF and DVS among their financial supporters and the public, as well as to optimize resources and protect respective DVS marks/logos/brands, this policy will serve to govern all private fundraising made on behalf or in support of VSF and DVS and/or activities belonging to these two agencies and groups affiliated therewith.
- C. To promote maximum effectiveness and avoid duplication of effort, conflict of events, and dilution of effectiveness, all fundraising sponsors are required to receive prior approval of their initiatives from the VSF Executive Director and a member of DVS responsible for the DVS division or program being supported.
- D. This joint policy is the first in a series of four policies that cover the VSF pursuit of supporting veterans and their families through cycles of fundraising, controlling in-kind donations, Veterans Services Fund management, and Veterans Services Fund allocations and expenditures. The latter policy sets forth the requirements for sustaining the continuing cycle from budgeting, allocation of resources and expenditures found in VSF-DVS Joint Policy J14 with fundraising based on assessments of fund balances and future needs through budget development.

**J11.2 References**

This policy is in accordance with the Code of Virginia §§ 2.2-2715 et seq, the current edition of the Appropriation Act, the DVS-VSF Memorandum of Understanding, and the VSF Bylaws.

**J11.3 Application**

The VSF Executive Director and the DVS Commissioner, with the assistance of the DVS Chief Financial Officer (CFO), or their designee(s) shall be responsible for the application of this policy.

**J11.4 Interpretation**

The Chairman of the Board of Trustees of the VSF (VSF Chair), with the assistance of the Secretary of Veterans and Defense Affairs and the DVS Commissioner are responsible for the interpretation of this policy.

**J11.5 Policy Organization**

The policies on fundraising are organized into three separate policies. This policy covers financial donations. In-kind donations of goods and property are contained in VSF-DVS Joint Policy 12. Planned Giving of financial and in-kind resources is in VSF Policy F3.

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## **J11.6 General Policy**

- A. VSF fiduciary responsibilities are contained in the *Code of Virginia*, thus all revenue solicited and accepted shall be in the name of the Foundation and payable to the Veterans Services Fund and deposited into the Fund. To comply with the *Code of Virginia*, all fundraising and other solicitation relating to the Fund shall be solely in the name of the Veterans Services Foundation which will be responsible for all donor relations and compliance with U.S. Internal Revenue service requirements as a charitable foundation. [From introduction to VSF Funding Guidelines approved December 19, 2019.]
- B. The VSF board of trustees serves a fiduciary responsibility to donors and a substantial source of funding to DVS to meet the needs of veterans not otherwise available for funding through the state budget or other sources. DVS serves as the VSF agent, in accordance with the Uniform Prudent Management of Funds Act, for the receipt, deposit, management, allocation, and expenditure of funds in accordance with the Code of Virginia. §2.2-2718. [From introduction to VSF Funding Guidelines approved December 19, 2019.]
- C. In accordance with § 4-2.01 of the Appropriation Act, “No state agency shall solicit or accept any donation, gift, grant, or contract without the written approval of the Governor except under written guidelines issued by the Governor which provide for the solicitation and acceptance of non-general funds....”
- D. Prior approval of the Governor is not required for the Secretary of Veterans and Defense Affairs and VSF. Both have authorization in the Code of Virginia and approval by the Governor. Fundraising by DVS shall be done on behalf of VSF.
- E. Commonwealth employees are authorized to solicit gifts, financial and in-kind, from private sources and gifts from other state agencies on behalf of the Secretary of Veterans and Defense Affairs and VSF. However, state policy prohibits individual state employees from soliciting gifts from other individual state employees.
- F. Sponsorships are not considered gifts or donations if given and received in return for a measurable tangible benefit including actively promoting the sponsor or the sponsor’s product. One-time advertising, event participation, or signage where the sponsor does not receive a tangible benefit, aside from display of the sponsor’s identification, may be considered a donation. Sponsorships may be received by VSF for support of a DVS program or service.
- G. VSF reserves the right to refuse donations [From Policy J3.5.E.] and sponsorships.

## **J11.7 Inter-agency Fundraising Policy**

- A. VSF and DVS shall coordinate all fundraising activities with the other agency and promote each agencies programs and services. [From DVS-VSF MOU.]
- B. In coordination with DVS, VSF shall conduct fundraising planning and execution to seek, promote, and stimulate contributions to support DVS’ programs and services and raise awareness about those programs and veteran issues across the Commonwealth. [From DVS-VSF MOU as modified by DVS in April 2020.]
- C. VSF, in coordination with DVS, shall oversee and ensure that the establishment of fundraising priorities and oversight of private fundraising rests with the VSF Trustees. The Trustees’ Development Committee shall make recommendations regarding fundraising and

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organizing fundraising programs. The Trustees have delegated the VSF Executive Director oversight authority of private fundraising activities. The VSF Executive Director shall assist the Development Committee plan, organize, and conduct programs to obtain private gift support.

- D. DVS shall coordinate all plans for fundraising activities involving the solicitation of funds or in-kind material through the VSF Executive Director on behalf of the VSF Development Committee and the DVS Commissioner or their designees. These plans shall be approved by the VSF Executive Director on behalf of the VSF Development Committee. The Commissioner or his designee shall be regularly updated on all approved plans. Exceptions for approval of recurring events may be granted by the Commissioner or his designee in consultation with the VSF Executive Director.
- E. DVS shall assist VSF with public relations, marketing, and fundraising programs, within DVS capabilities, and VSF and DVS shall maintain their web sites in a mutually supporting manner. [From DVS-VSF MOU.]
- F. DVS, in coordination with VSF, shall allow DVS divisions (i.e., care centers, cemeteries, etc.) to accept unsolicited donations on behalf of VSF to be deposited in the Veterans Services Fund (the Fund) as set forth in Section J11.11 of this policy.
- G. DVS Divisions and programs having policies relating to fundraising shall conform to this Joint Policy.
- H. All non-DVS activities, persons, and groups wishing to raise private fund gifts for DVS veterans programs or services shall be required to receive prior VSF approval before planning or conducting such activities to preserve the credibility and integrity of VSF, DVS, the activity sponsors, and the public to optimize resources. Exceptions for approval of non-DVS events may be granted by the VSF Executive Director.
- I. DVS and VSF trustees, employees, affiliated agency personnel, or volunteers shall not accept cash donations or serve as collection agents at any fundraising event conducted on behalf of VSF, DVS, or DVS programs by other activities, organizations, or individuals. See section 11.11 for exceptions to this policy.
- J. DVS and VSF trustees, employees, affiliated agency personnel, or volunteers shall not accept honorariums or other pay for services they provide as employees of the Commonwealth, however, such honorariums or pay for services may be made to the VSF as donations for use in the DVS program of the donor’s choice.
- K. To provide mutual DVS-VSF integrated controls, the VSF Executive Director shall provide to the DVS CFO monthly reports, by the 20<sup>th</sup> day of the following month, containing (1) a listing of all donations received during the month, and (2) a donation pipeline report and additional information about potential donors or evets for DVS review. [From DVS-VSF MOU.]

**J11.8 Financial Fundraising Authorization**

- A. The VSF Executive Director shall approve all persons or groups wishing to raise private fund gifts for veterans programs or services provided by DVS, VSF unrestricted revenue or support funds, or other authorized veterans programs or services. All of these private fundraising efforts shall adhere to VSF approved policies and guidelines.

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- B. No individual, group, or DVS activity shall solicit funds in the name of or on behalf of VSF or DVS unless they have organized and coordinated such activities with the VSF Executive Director on behalf of the VSF Development Committee. Such coordination shall begin before making formal contact with a funding source or sources. This coordination shall continue until the specific fundraising event or series of events are concluded. Once an event is concluded, it shall not be used to initiate another fundraising effort without pursuing approval of all interested parties set forth in the foregoing.

**J11.9 Financial Fundraising Procedures**

- A. VSF shall coordinate all of its fundraising activities with the DVS Commissioner and/or his designee(s).
- B. All DVS requests to plan and execute fundraising activities in support of any DVS activity shall be presented to the DVS Commissioner for DVS activities.
  - 1. Each request shall include sufficient detail to adequately define the scope of the initiative. Appendix A contains a brief outline of a typical request. Appendix B contains additional information that may be requested.
  - 2. For currently approved, on-going DVS fundraising activities, latitude shall be considered in applying this requirement.
  - 3. If the DVS Commissioner favorably endorses the request, it shall be forwarded to the VSF Executive Director for approval on behalf of the VSF Development Committee.
- C. All other persons or groups wishing to raise private fund gifts for DVS veterans programs or services shall designate a sponsor who shall submit a request to plan and execute activities for VSF approval before engaging in such activities.
  - 1. The request shall contain sufficient detail to adequately define the scope of the initiative. Appendix A can be used as an outline for a typical request. A completed Appendix B may be required as circumstances dictate.
  - 2. Requests shall be submitted for individual events or multiple events that are related.
  - 3. Requests shall contain acknowledgement that the event sponsor generating multiple donations from many individuals shall meet the stewardship requirement of acknowledging the individual gifts with receipts and thank-you letters. See section J11.12.C of this policy for details on receipts and thank-you letters.
  - 4. Requests shall be submitted to the VSF Executive Director who shall follow the procedures contained in the preceding paragraphs for approval to promote maximum effectiveness and avoid duplication of effort, conflict of events, dilution of effectiveness, and maintain the integrity of DVS programs and services.
- D. Approved fundraising requests shall be expeditiously provided to the requestor. The approval, if appropriate, shall contain additional guidance for the conduct of the initiative and/or restrictions that may apply. Most fundraising events conducted by non-state government organizations or individuals will require a “Letter of Agreement” or LOA from the VSF Executive Director. Letters of Agreement shall conform to Office of the Attorney General requirements and guidance. An example of such a letter is at Appendix C. This letter may be altered in the first paragraph for donations that are intended for a restricted purpose such as the Virginia Veteran and Family Support Program.

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- E. Donors wishing to give unsolicited gifts in support of VSF or DVS and its programs and services shall be referred to the VSF Executive Director.

**J11.10 Reporting Fundraising Results**

When required, the sponsor shall complete and submit a report to the VSF Executive Director detailing the results achieved upon completion of the fundraising event or initiative. An outline of such a report is contained at Appendix D. DVS activities shall submit the report to the DVS Commissioner and VSF Executive Director.

**J11.11 Procedures for Accepting Financial Donations**

Financial donations normally take the form of: (1) cash; (2) bank check or money order; or (3) bank card transaction via an on-line donation via the VSF Website. Acceptance of cash donations is prohibited, but occasions arise when their receipt may be unavoidable. Such occasions may be permitted with the prior approval of the Executive Director according to the circumstances involved. Bank checks/money orders may be received in person or by mail with mail being the primary means of receipt for most donations. This policy primarily covers cash and bank checks/money orders received in person or by mail. On-line donations are received directly by the VSF Executive Director.

- A. Any Trustee, the VSF Executive Director, and designated VSF staff may accept a financial donation, on behalf of the Fund.
- B. Designated employees of DVS also may accept financial donations on behalf of the Fund. The DVS Commissioner and DVS division and program directors/administrators shall designate in writing the principal DVS employees who may accept donations on behalf of VSF, subject to the approval of the VSF Chair or Executive Director in the absence of the Chair. As a practical matter, it is understood that any DVS employee may actually accept a donation, but they shall be instructed to immediately give the donation to the designated principal DVS employee in their program.
- C. Each DVS division and program with offices external to the Office of the Commissioner (the Office) receiving contributions shall establish and follow a policy for acceptance of financial donations similar to the one contained in Appendix E for the Office. This applies to activities such as the Benefits field offices, Care Centers, Cemeteries, Virginia Veteran and Family Support program, *and other* field offices. Policies shall be approved by the DVS division Director and DVS CFO. A copy of program policy shall be filed with the DVS CFO.
- D. A copy of the donation by check or money order shall be scanned and sent electronically to designated representatives identified by the division Directors for their records. Cash donations shall not be scanned.

**J11.12 Financial Donations Receipt Procedures**

[From Policy J4.8.]

- A. Individual Trustees, VSF Executive Director, and designated VSF staff or DVS employees accepting a financial donation on behalf of the Fund shall take the following steps:
  - 1. Thank the donor for the generous gift and give the donor their personal business card.

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2. Coordinate with the donor or fundraising event sponsor so that they know that any check or money order presented must be made out to the “Virginia Veterans Services Foundation” with a notation in the “For” section of the check regarding the purpose of the contribution.
3. Should the purpose of the donation appear to have unforeseen consequences, such as requiring ongoing expenditures, the recipient shall contact either the DVS CFO or the VSF Executive Director to determine if it should be accepted.
4. Complete VSF-DVS Financial Donation Receipt (see Appendix F) acknowledging receipt of the donation. Forward one copy of the receipt to the DVS Commissioner’s Office electronically for VSF/DVS records, retain one for local records, and provide one to the donor.
5. On the same day received, forward the check, along with the donor’s name, address, and instructions regarding the disposition and use of the donation to the Office of the DVS Commissioner.

[Paragraphs C, D, and E below are from the Financial Procedures for VSF as of July 1, 2017 distributed by the VSF Executive Director and the DVS CFO, with minor editorial changes.]

- B. Financial contributions received by the Office of the DVS Commissioner, including DVS divisions located in the DVS Headquarters, shall adhere to these procedures:
  1. Donation Envelopes will be stamped with the date received. If there is no envelope, a blank sheet shall be attached for the date stamp.
  2. The donation check/money order and all related documentation shall be scanned by a designated DVS employee.
  3. The scanned copy of the donation check/money order and related documentation will be sent electronically to the VSF Executive Director and designated DVS representatives.
  4. Information from the scanned check/money order and all related documentation shall be keyed into CARDINAL by the designated Office of the DVS Commissioner financial representative.
  5. All VSF bank deposits will be made by the Office of the DVS Commissioner’s staff on the day received or next banking day in accordance with CAPP topic 20205.
  6. A personal thank-you call to the donor shall be made for donations of \$1,000 or over on receipt of the donation by the VSF staff.
  7. All acknowledgement letters shall be sent from VSF and kept on file in the VSF office for audit purposes.
  8. DVS Division Directors are welcomed and encouraged to send personal thank you letters.
- C. Financial Contributions received by Benefits, Care Centers, Cemeteries, VVFS, and other DVS activities external to the DVS Headquarters shall adhere to these procedures:

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1. Direct all donors to send/deliver all donations to:  
Veterans Services Foundation  
101 North 14<sup>th</sup> Street, 17<sup>th</sup> Floor  
Richmond, Virginia 23219
2. Ensure all donors make checks/money orders to the “Veterans Services Foundation” and designate the donation’s intended purpose in the “memo” section of the check/money order.
3. Should donations be delivered by the U.S. Postal Service, stamp the envelope with the date received and forwarded the envelope to the Office of the DVS Commissioner for deposit the same business day or no later than the next business day.
4. On receipt by the Office of the DVS Commissioner, designated DVS and VSF personnel shall carry out steps set forth in section J11.12.B, above.
5. DVS Division Directors not in DVS Headquarters are welcomed and encouraged to send personal thank you letters.

D. On-line Donations

1. All on-line donations shall be received through the VSF website.
2. Notification of the on-line donation is emailed to the VSF Executive Director.
3. Donation information electronically shall be sent to designated DVS finance representatives.
4. A designated DVS financial representative shall key the relevant donation information into CARDINAL.
5. An acknowledgement letter shall be sent from VSF and kept on file in the VSF office for audit purposes.
6. DVS Division Directors are welcomed and encouraged to send personal thank you letters.

E. Thank-you Letters [From Policy J4.9.E]

1. Thank-you letters must be prepared for all contributions. In the case of fundraising events where multiple donors are involved, individual thank-you letters shall be sent to donors by the event sponsors. DVS activities that prepare thank-you letters, shall retain a copy and made them available at the request of the VSF Executive Director or the DVS Director of Finance.
2. The VSF Executive Director and DVS activity staff responsible for preparing thank-you letters shall ensure that a thank-you letter is sent to the donor within 10 working days of the donation’s deposit.
3. The Internal Revenue Code requires that donations of \$250.00 and over be acknowledged in a receipt or thank-you letter with the following statement: “No goods or services were provided to you in return for your donation. Therefore the full amount of your contribution is tax-deductible to the extent allowed by law.” If goods and services were provided, they must be deducted from the amount of the contribution received and so noted in the statement. The statement contained Appendix C regarding

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section 170 (c) (1) shall be used in all thank-you letters regardless of the amount received.

4. Normally, thank-you letters only require a single letter to the donor that also acts as a receipt. Consideration may be given to consolidating a number of donations in a thank-you letter covering regular, periodic donations over a specific period (e.g., who make donations once a week or month). Donations in Honor or in Memory of someone usually require a second or more letters to relatives or next of kin.

### **J11.13 Financial and Other Donations Processing and Expenditure Procedures**

See VSF-DVS Joint Policies J12 (Control of In-kind Donations), J13 (Veterans Services Fund Management), and J14 (Veterans Services Fund Allocation and Expenditure).

### **J11.14 Adoption and Amendment**

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees after consultation with the DVS Commissioner. Notice regarding such actions shall be given to the Commissioner and all Trustees at least ten (10) days prior to the vote being taken. Biennial review of this policy is the responsibility of the VSF Development Committee.

On adoption, this policy supersedes VSF-DVS Joint Policy 3 revised on March 22, 2017.

### **F11.15 Policy Review Date**

The policy review date is the date the policy was reviewed without revisions made. Reviewed:

### **J11.16 Policy Effective Date**

The effective date of the policy, or policy revision, shall be the date the VSF Trustees and the DVS Commissioner ratify the policy.

June 24, 2020



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**VIRGINIA VETERANS SERVICES FOUNDATION**  
**Veterans Services Fund – Fundraising Request**  
**Appendix A**

**REQUEST TO CONDUCT FUNDRAISING ACTIVITIES**  
**PLEASE PROVIDE ALL OF THE FOLLOWING INFORMATION TO**  
**THE VIRGINIA VETERANS SERVICES FOUNDATION**

101 North 14th Street  
17th Floor  
Richmond Virginia, 23219

1. **Type of Event and Event Name/Title:**
  
2. **Name of the Sponsoring Organization and Mailing Address:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ZIP: \_\_\_\_\_
  
3. **Sponsoring Organization’s Authority (e.g., incorporated in Virginia, 501 (c) (3) organization, etc.):**
  
4. **Date and Time of the Event:**
  
5. **Location of the Event (Facility Name and Street Address):**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ZIP: \_\_\_\_\_
  
6. **Point of Contact for Event:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
  
7. **Is the Event open to the public?** \_\_\_\_\_
  
8. **Website(s) on which Event will be posted:**
  
9. **What percent or amount of the net proceeds, less expenses, will be donated?**
  
10. **Support from the Department of Veterans Services expected:**
  
11. **DVS Contact Person:** \_\_\_\_\_
  
12. **Other Information Considered Appropriate:**

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**VIRGINIA VETERANS SERVICES FOUNDATION  
Veterans Services Fund – Fundraising Request**

**Appendix B**

**REQUEST TO CONDUCT FUNDRAISING ACTIVITIES**

Requests to conduct fundraising activities shall contain the following elements.

1. Identity and authority (e.g., 501 (c) (3), registered in Virginia, etc.) of the fundraising organization.
2. Purpose of the fundraising activity to be conducted.
3. Timelines involved including the start and end dates.
4. Capabilities and limitations of the fundraising organization.
5. Number and identity of volunteers.
6. Identification of donor groups for targeting the fundraising effort.
7. List the fundraising methods to be employed.
8. Specify the public relations program and advertising/marketing plan associated with the fundraising effort.
9. Provide an estimate of fundraising costs detailed by function\*.
10. Provide an estimate of expected revenue to include milestones to achieve objectives.
11. Specify the support required from state agencies.
12. Procedures for assuring accountability of funds collected.
13. Procedures for assuring donor satisfaction.
14. Implementation agenda.

The requestor acknowledges that the event sponsor generating multiple donations from many individuals shall meet the stewardship requirement of acknowledging the individual gifts with receipts or thank-you letters. (This requirement may be waived by mutual agreement between the event sponsor and the Foundation Executive Director.)

\*See Appendix D (Report of Fundraising Activities) to VSF-DVS Joint Policy Number 3 for details by function.

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**VIRGINIA VETERANS SERVICES FOUNDATION  
Veterans Services Fund – Fundraising Request**

**Appendix C**

**EXAMPLE OF A STANDARD LETTER OF AGREEMENT (LOA)**

**VSF LETTERHEAD**

DATE

Business Name  
Business Address  
City, State, Zip

Re: Third-Party Host Fundraising Event Agreement for <date> Event

Dear \_\_\_\_\_:

Thank you for your interest in hosting an independent third-party fundraising event on <date> at <event location> to benefit the Virginia Veterans Services Foundation (VVSF). Events such as yours are important in the VVSF’s efforts to raise funds and public awareness of our programs supporting Virginia veterans and their families. The following guidelines apply to events hosted by third parties to benefit the VVSF.

1. VVSF is an entity of the Commonwealth of Virginia and the owner of certain Marks, including the VVSF logo. The VVSF grants a non-exclusive license to Business/Group Name’s to use the Marks in connection with the Event. The term of the license granted hereunder shall be from the date VVSF approves Business/Group Name’s proposed Event until the conclusion of the Event; provided, however, that VVSF has the right to terminate the license if it determines, in its reasonable discretion that the Event is or will likely be injurious to the Marks.

2. Any use of the Marks is subject to the prior written approval of VVSF. Accordingly, Business/Group Name agrees to submit to VVSF for approval all printed materials, publicity releases and advertising relating to the Event that mentions VVSF or contains the Marks prior to the production, distribution, broadcast, or publication thereof. Before publishing such materials, please send an electronic copy of all materials to your VVSF contact.

3. Business/Group Name understands and agrees that the Marks may not be altered in any way, nor may they be sublicensed to any other person, and may not be used in connection with any telemarketing or door-to-door solicitations.

4. In accordance with standards adopted by the BBB Wise Giving Alliance, Business/Group Name agrees that any solicitations relating to the Event must specify at the point of solicitation, and in a manner acceptable to VVSF: (a) that VVSF is the benefiting organization; (b) the actual or anticipated portion of the purchase price that will benefit VVSF; (c) the duration of the Event; and (d) any maximum or guaranteed minimum contribution amount.

5. To avoid inadvertently jeopardizing existing relationships between VVSF and its donors, Business/Group Name agrees to receive approval from VVSF before soliciting corporations, businesses, celebrities, sports teams, or individuals for cash or in-kind donations relating to the Event.

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6. **Business/Group Name** represents to VVSF that: (a) it will comply with all applicable laws during the planning, promotion and conduct of the Event; (b) all necessary insurance, licenses and permits will be obtained and will be in force through the conclusion of the Event; (c) the Event will result in no cost or expense to VVSF whatsoever, unless expressly agreed in writing to the contrary; and (d) it will indemnify and hold VVSF harmless from any and all claims of any kind or nature whatsoever arising out of, or in any way related to, the Event.

7. Nothing in this document shall be construed to authorize **Business/Group Name**, or any of its employees or representatives, to act as an agent of VVSF. Thus, for example, **Business/Group Name** may not open a bank account in VVSF’s name, nor may it endorse or attempt to negotiate any checks made payable to VVSF, all of which must be promptly forwarded to VVSF for processing. **(Business/Group Name)** agrees to forward the final net proceeds of the event to the VVSF within 30 days of the event’s conclusion. Upon receipt of the proceeds, the VVSF will provide **Business/Group Name** with a written acknowledgment confirming the donation. If **Business/Group Name** desires to present an in-person check donation, please contact the undersigned to schedule such presentation.

8. Donations to the VVSF are typically tax deductible; however, you should consult your tax advisor regarding deductibility. Any individual donors who make a donation directly to the VVSF will receive an official acknowledgement from the VVSF.

Please confirm your agreement of the above terms between **(Business/Group Name)** and the Virginia Veterans Services Foundation by having an authorized representative sign this letter where indicated below, and return to the Foundation.

**Signature:** \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Acknowledged and agreed on behalf of the Virginia Veterans Services Foundation:

Signature: \_\_\_\_\_

Name: *Name of VSF Executive Director*

Title: Virginia Veterans Services Foundation Executive Director

Date: \_\_\_\_\_

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**VIRGINIA VETERANS SERVICES FOUNDATION**  
**Report of Fundraising Activities**

**Appendix D**

**FUNDRAISING ACTIVITIES CONDUCTED BY ORGANIZATIONS  
ON BEHALF OF THE VIRGINIA VETERANS SERVICES FUND**

The report of fundraising activities shall be sent to the Virginia Veterans Services Foundation, 101 North 14<sup>th</sup> Street, 17<sup>th</sup> Floor, Richmond VA 23219 (Attn: VSF Executive Director) and shall include, as appropriate:

**INCOME**

- Total Revenues Raised and Received
- Total of Pledged Revenues Not Yet Received
- Total Value of In-Kind Donations by Type:
  - Advertising (by type of media)
  - Beverages
  - Catering
  - Mailing
  - Printing
  - Professional Services
  - Rental Space
  - Travel & Lodging
  - Other (List and Itemize)

**EXPENSES**

- Total Expenses
- Expenses by Category:
  - Advertising (by type of media)
  - Beverages
  - Catering
  - Mailing
  - Printing
  - Professional Services
  - Rental Space
  - Travel & Lodging
  - Other (List and Itemize)

In-Kind Expenses (Should Equal In-Kind Income)  
Fundraiser’s Commission and its basis/rationale  
Sponsoring Organization’s portion of the income and its basis/rationale

**Please attach:**

- A list of financial donors, their contact info, amount of contribution, date received, and if receipt and thank you letter has been sent
- A list of in-kind donors, their contact info, amount of contribution, date received, and if receipt and thank you letter has been sent
- A list of pledged donations by donor, contact info, amount of contribution, and expected

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date receipt of pledged revenues

**VIRGINIA VETERANS SERVICES FOUNDATION  
VIRGINIA DEPARTMENT OF VETERANS SERVICES**

**Veterans Services Fund – Acceptance of Financial Donations**

**Appendix E**

**PROCEDURES FOR HANDLING DONATIONS RECEIVED AT THE OFFICE OF THE  
DVS COMMISSIONER**

1. The purpose of this procedure is to ensure proper action is taken on issues involving VSF and donations thereto, as agreed between the DVS Commissioner and his staff.
2. The address to which donations (whether check, money order, cash, or other negotiable instrument, hereafter, referred to as checks) to VSF should be sent is the VSF office; however, donations may be received by the DVS Commissioner’s office in Richmond.
3. The person initially receiving mail shall date stamp each piece before distributing it to the recipients as follows:
  - a. Mail received by the Commissioner’s office addressed to VSF or the VSF Executive Director shall be delivered to the Commissioner’s Confidential Assistant (CA) who has the authority to receive and open such mail.
  - b. Mail received by the Commissioner’s office addressed for Benefits and other DVS activities shall be delivered to the responsible agents designated to open mail. Such mail shall be opened expeditiously and donation checks with supporting documents including the envelope immediately shall be copied and sent electronically to the VSF Executive Director and appropriate finance staff.
    1. Receipt of cash donations is covered in VSF-DVS Joint Policy J11, section J11.11. Should cash be accepted, it shall not be scanned for any reason.
    2. Checks or money orders shall be stamped with the deposit stamp bearing the date of receipt, placed in an envelope with the donor’s name and date on it and given to the Senior Financial Analyst or his designee for deposit preparation. If no Finance staff is in the office, the EA or HQ Receptionist shall place the funds in the Finance lock box.
  - c. The deposit is given to a Finance staff employee to prepare a deposit slip and a designated Finance staff employee takes the deposit to the bank.
  - d. The Commissioner and HQ Receptionist have de facto authority to open mail and receive checks in the absence of the EA.
  - e. The Executive Director of VSF also is authorized to receive and open mail addressed to VSF.
4. All checks received at the Commissioner’s office shall be deposit stamped by the authorized recipient. Where possible, any checks received should be transmitted on the same day as received, but no later than the next business day. Deposit stamps shall be held by the CA and the VVFS Executive Assistant.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6.24.2020
VSF-DVS Joint Policy Number 11		Revised: 12.10.2020

5. Any financial donations received by other parties in the Commissioner’s office or supported by it (e.g., VSF Trustees) shall be immediately given to the appropriate finance staff employee or the EA or the HQ Receptionist for preparation for deposit as stated in paragraph 3.c, above.
6. Papers accompanying the donation funds will be sent to VSF Executive Director or the VSF Executive Assistant and those electronically scanned and sent will contain all accompanying papers including the envelope in which they were delivered.
7. Copies of deposit receipts shall be sent to the VSF Executive Director or Executive Assistant. Receipts received by other parties shall immediately be forward them to the VSF Executive Director.
8. The DVS CFO shall not directly be involved with Foundation mail or donations because he or she is in a supervisory capacity over administration, funds, and accountability.
9. Other DVS activities, such as the Veterans Care Centers and the Cemeteries, shall immediately forward all donations in their original envelopes to DVS HQ and they shall be process in accordance with paragraphs 3.b and c, above.

VSF-DVS Joint Inter-agency Policy	Veterans Service Fund – Fundraising	Effective: 6.24.2020
VSF-DVS Joint Policy Number 11		Revised: 12.10.2020

**VIRGINIA VETERANS SERVICES FOUNDATION  
VIRGINIA DEPARTMENT OF VETERANS SERVICES**

**Financial Donation Receipt**

**Appendix F**

It is the policy of the Veterans Services Foundation that contributions will be accepted as designated by the donor, however, if the purpose of the donation has been met by other means the Foundation reserves the option to use unsolicited donations at the discretion of the Foundation Board of Trustees.

<b><i>Date</i></b>	
<b><i>Name Individual / Group</i></b>	
<b><i>Group Contact / Title</i></b>	
<b><i>Street Address</i></b>	
<b><i>City, State, Zip</i></b>	
<b><i>Phone Number</i></b>	
<b><i>E-Mail Address</i></b>	
<b>Above to be completed by Donor (Please Print)</b>	

<b><i>Donation</i></b>		
	<b><i>Funds</i></b>	<b><i>Amount(s)</i></b>
	<b><i>Restricted/Use</i></b>	
<b>Above to be completed by VSF or Program or Activity Representative</b>		

The donation to the Veterans Services Fund is tax exempt under section 170 (c) (1) of the Internal Revenue Code to the extent authorized for federal taxes and tax exempt from Virginia state and local taxes in accordance with section 2.2-2719 of the Code of Virginia. The Foundation did not provide any goods or services in return for this donation.

\_\_\_\_\_  
**Foundation/Program/Activity Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**