



# Limb Loss and Limb Difference Awareness Month



## Fundraising Kit

Thank you for your interest in fundraising to benefit the Amputee Coalition and its mission to empower people affected by limb loss and limb difference to achieve their full potential. Not only will the donations you raise benefit our mission, but your activity will also help bring more attention to our community during Limb Loss and Limb Difference Awareness Month (LLAM) in April. This is your effort to raise awareness and support in your community, so don't be afraid to make it your own through your creativity. It can be as simple or as elaborate as you choose.\*

The Amputee Coalition has broken this kit into three (3) sections:

1. **Mini-Fundraisers** - These are bite-sized when it comes to planning, but can make a huge impact on our mission. This list contains 5 ideas, each of which can be implemented in less than a day – sometimes in just 5 minutes!
2. **Mobilize Your Social Network** – Social media can be a force for good. Spread the word about Limb Loss and Limb Difference Awareness Month, and set up a Facebook fundraiser to support the Amputee Coalition.
3. **How to Hold a Fundraiser to Benefit the Amputee Coalition**

**Once you decide you would like to hold your own fundraiser, please contact [development@amputee-coalition.org](mailto:development@amputee-coalition.org) at the Amputee Coalition** with the details. The Amputee Coalition staff will provide a verification letter confirming the organizer's intent to raise funds for the Amputee Coalition. Since we are a small but mighty national organization, we are unable at this time to provide staff support or presence for your event.

---

\* Before embarking on these efforts of support, be sure to contact your local officials about the feasibility of public events, due to the current social distancing and Coronavirus precautions. We encourage safety and prevention in external efforts to combat the spread of COVID-19. Public events should be converted to online format when possible.

# MINI-FUNDRAISERS

Pick one that fits you best. Choose one or choose all five! Try to check all 5 off before April 30th. There is no wrong way to use the minifundraisers to support Limb Loss and Limb Difference Awareness Month!

1. Donate for your birthday - ask for donations to Amputee Coalition in your honor instead of gifts! Spring clean and support limb loss and limb difference.
2. Designate us as your Amazon Smile charity and get your shopping on!  
**<https://smile.amazon.com/>**
3. Donate your vehicle to CARS to support Amputee Coalition:  
**<https://careasy.org/nonprofit/The-Amputee-Coalition>**
4. Share our posts or your own on social media to highlight Limb Loss and Limb Difference Awareness Month to your network – don't forget the hashtag #LimbLossAwareness
5. Make your own fundraiser through Charity Go Fund Me and help support the Amputee Coalition. Visit **[charity.gofundme.com/amputeecoalition](https://charity.gofundme.com/amputeecoalition)**, the Coalition's Charity Go Fund Me page, and select "Fundraise For This Charity."

# MOBILIZE YOUR FACEBOOK NETWORK

Help us expand our reach, and spread the message about supporting limb loss and limb difference to your social network. You can host your own fundraiser online, and Facebook is the easiest place to do this during Limb Loss and Limb Difference Awareness Month.

Be sure to visit our LLAM webpage (<https://www.amputee-coalition.org/events-programs/limb-loss-awareness-month/>) and see our Media Tool Kit (<https://www.amputee-coalition.org/events-programs/limb-loss-awareness-month/llam-media-toolkit-2/>) to share useful materials and images that can be used on Facebook.

Here is how on a computer:

- Visit <https://www.facebook.com/fundraisers/>
- Click on “Select Nonprofit”
- Type in “Amputee Coalition” then select our profile
- Set your fundraising goal, and then set your fundraiser end date (we suggest April 30, 2020 to coincide with the end of Limb Loss and Limb Difference Awareness Month)
- Customize your message!

Here is how on a mobile device:

- Go to your main menu
- Click “See More”
- Select “Fundraisers”
- Click the blue “Raise Money” button
- On the “Who are you raising money for?” screen, select “Nonprofit”
- Type in “Amputee Coalition” then select our profile
- Customize your fundraiser!

# HOW TO HOLD A FUNDRAISER TO BENEFIT THE AMPUTEE COALITION

Thank you for volunteering to raise money in support of the Amputee Coalition! Your efforts will help the Coalition to empower people affected by limb loss to achieve their full potential through education, support and advocacy, and to promote limb loss prevention. We appreciate your support!

Getting Started Is as Easy as 1, 2, 3

Please take a few minutes to:

1. Read our Fundraising Guidelines and Frequently Asked Questions.
2. Fill out and submit an Event Registration form on the Amputee Coalition's website. An Amputee Coalition liaison will contact you within five to seven business days to complete the approval process.
3. Consider creating your own personal Amputee Coalition fundraising page using Charity Go Fund Me.  
To start your online fundraiser to support the Amputee Coalition, simply follow these five easy steps:
  1. Visit [charity.gofundme.com/amputeecoalition](https://charity.gofundme.com/amputeecoalition), the Coalition's Charity Go Fund Me fundraising page, and select "Fundraise For This Charity."
  2. Follow the steps provided on Charity Go Fund Me to create your own fundraising page in support of the Amputee Coalition.
  3. Sign up for a free account with Charity Go Fund Me or log-in to an existing Charity Go Fund Me account. You can also sign up through Facebook, Twitter, LinkedIn and Google+.
  4. Confirm that you wish to support the Amputee Coalition. After this, you will have your own online fundraising page.
  5. Personalize the text and upload photos or video on your personal fundraising page.

## Frequently Asked Questions

### 1. Do I have to register my fundraiser with the Amputee Coalition?

Yes. If you are planning a fundraiser on our behalf, please fill out our Event Registration form on our Website: <https://www.amputee-coalition.org/ways-to-give/create-a-fundraiser-or-event/>

### 2. Will Amputee Coalition staff be able to help me organize my event?

Unfortunately, we don't have the resources to assist, as the Amputee Coalition staff work year-round in support of our community-wide activities, such as our National Limb Loss Resource Center® and Certified Peer Visitor (CPV) Program, the Limb Loss Education Days series, Paddy Rossbach Youth Camp, our state and federal advocacy programs, and more.



**3. Can the Amputee Coalition assist in covering any costs associated with my event?**

Unfortunately, the Amputee Coalition does not have the budget to do this.

**4. Will an Amputee Coalition representative attend the event?**

Because of the limited number of staff, we are generally unable to attend these events.

**5. Can the Amputee Coalition provide marketing materials for my event?**

Yes, we can supply logos and some messaging, but they must be pre-approved for use by the Amputee Coalition.

**6. Can I provide receipts or an acknowledgment letter from the Amputee Coalition?**

Only donations made online or sent directly to the Amputee Coalition will be receipted/acknowledged individually. IRS regulations do not allow receipts to be given by anyone but Amputee Coalition staffers. If you would like a letter acknowledging your intent to raise money for the Amputee Coalition, we can provide one acknowledgment letter for the event coordinator.

**7. Can I use the Amputee Coalition's tax-exempt status when purchasing materials?**

No. The event organizers may not use the Amputee Coalition's tax exemption status in conjunction with the event. However, Amputee Coalition staff can provide a verification letter confirming the organizer's intent to raise funds for the Amputee Coalition.

**8. How should the participants' checks be made out if there is a registration fee for your event?**

If there is a registration or entry fee for your event, checks from participants in your event must be made out to you or your organization. Once your bills have been paid and net earnings have been determined, one check from you or your support group may be made payable to the Amputee Coalition. Registration fees are not tax-deductible.

**Do you have additional questions?**

If yes, please submit them to [development@amputee-coalition.org](mailto:development@amputee-coalition.org). This mailbox is monitored Mon-Fri; 8am-5pm EST. Every attempt will be made to answer your questions the same business day it is received.

Thank you for your interest in supporting the mission of the Amputee Coalition!

## **Guide to Donating**

The Amputee Coalition is a 501(c)3 nonprofit organization. Donations are tax-deductible to the full extent of the law.

To ensure your donors receive a receipt from the Amputee Coalition for their donations and you receive credit for the donations, please ensure donations are made using one of the following methods:

1. Donate online through your Charity Go Fund Me page that you set up through the Amputee Coalition's Charity Go Fund Me page ([charity.gofundme.com/amputeecoalition](http://charity.gofundme.com/amputeecoalition)). Details on how to create a Charity Go Fund Me page for your event are provided in the "HOW TO HOLD A FUNDRAISER TO BENEFIT THE AMPUTEE COALITION" guide (page 5).

2. Write a check payable to the Amputee Coalition. Collect checks received from your event and mail them to the Amputee Coalition at 900 East Hill Ave., Suite 390, Knoxville TN 37915 within 30 days of the event date along with a letter from you including your name or your support group's name and the date of your fundraising event.
3. If cash donations are given, please be sure to fill out all of the donor's information on the cash donation tracking spreadsheet provided and return the spreadsheet to the Amputee Coalition at 900 East Hill Ave., Suite 390, Knoxville TN 37915 within 30 days of your event. We encourage you to please avoid cash donations. The Amputee Coalition does not accept cash donations through the mail because it is not secure.

## **Fundraising Guidelines for the Amputee Coalition**

Thank you for your commitment to the mission of the Amputee Coalition, the nation's leading organization on limb loss and limb difference. In order to meet state and federal regulations governing charitable giving, we ask that you follow certain guidelines:

- Please keep in mind that because your event is not conducted by the Amputee Coalition, we do not have resources available to recruit sponsors for you or to print materials. You and/or your support group will be responsible for providing all staffing to promote, organize and conduct the event. However, a letter and template press release are available from the Amputee Coalition to help you with your event planning and media promotions.
- All event promotional materials and efforts should clearly state that the event is sponsored by you or your support group, with net proceeds going to the Amputee Coalition.
- You and/or your support group is responsible for paying all event expenses.
- The nonprofit, tax-exempt status of the Amputee Coalition may not be used by you or your support group to purchase items and materials.
- No bank accounts or holding accounts may be established under the Amputee Coalition's name.
- Any checks made payable to Amputee Coalition must be forwarded to the Coalition for processing and deposit. Checks must represent an outright donation and cannot include any exchange of products or services. Such donations are tax-deductible to the full extent of the law and will be receipted by the Amputee Coalition.
- You and/or your support group is responsible for securing liability insurance for the event. The Amputee Coalition is unable to provide a certificate of insurance, as is the standard for all nonprofits when they are the beneficiary, but not the sponsor, of the event or activity.
- Event organizers agree to indemnify and hold harmless the Amputee Coalition and its officers, directors, agents, successors, heirs, and assigns against any liability, damage, loss, or expense incurred in connection with the event.

Thank you for your interest in organizing a volunteer fundraising event to benefit the Amputee Coalition. We greatly appreciate your efforts to help us ensure individuals and families live well and thrive throughout their journey with limb loss and limb difference.