

RMR Fundraising Project Guidelines

- A. Original designs submitted to the Fundraising Chair from a designer will be considered by the Chair and the RMR Executive Committee for sale as part of the Region's fundraising efforts. Designers from RMR shall be given preference. Any submitted designs must include a picture of the finished projects, stitch graph(s) and instructions.
- B. Designs selected will be offered no more than once a year and sales will be open to EGA members only.
- C. The design will be donated to RMR EGA and will be offered as a one time, downloaded pdf file only, for a designated period of 6 months.
- D. The designer will retain the copyright of the design.
- E. The design may not be sold or taught for six months after the end of sale by the RMR Fundraising Chair.
- F. The price of the design will be set by the Fundraising Chair and the RMR Executive Committee.
- G. The Fundraising Chair will be in charge of handling orders and dispersing the .pdf file of the design.
- H. The order form will be online and will offer a choice of electronic payment or check for payment.
- I. All completed online order forms will be sent directly to the Fundraising Chair, as will confirmation of electronic payment.
- J. Individuals paying by check will be instructed to send their payment to the RMR Treasurer, who will deposit the check in the General Account/Fundraising account.
- K. The RMR Treasurer will inform the Fundraising Chair of the receipt of a payment by check.
- L. When the information is received by the Fundraising Chair, the Chair will email the pdf file to the purchaser. The Chair will keep a record of each order.
- M. The purchaser will be asked to acknowledge the design has been received.

RMR Fundraising Project Order Form

(Name of the Design)

(Name of Designer)

(DESIGNER) has generously donated this design to Rocky Mountain Region to be used as a fundraising project for the region. This design will be available until (DATE).

The design is selling for the price of \$ _____. It will be delivered as a downloadable .pdf file upon receipt of a check or electronic payment from the purchaser. **No printed copies will be sold.**

Your check for \$ _____ - made payable to Rocky.Mountain.Region.EGA.- .can be mailed along with this order form to the following address:

RMR Treasurer _____

Address _____

Name: _____

Email Address: _____

Phone: (Home) _____ (Cell) _____

Questions? Contact Fundraising Chair (Name) Fundraising Chair -fundraisingchair@rmrega.org

EGA NON-SUFFICIENT FUNDS POLICY: Cash, money order, or cashier’s check shall be required from members who have outstanding, non-collectible, returned checks payable to an EGA chapter, region, or national. All documented returned check expenses associated with NSF checks shall be charged back to the issuer including returned check fee assessed by the bank, all other documented expenses associated with the return check, plus a \$25.00 handling fee.