



## RRAA POLICIES AND PROCEDURES: DONATIONS

**For an RRAA supported and promoted donation partnership we require the following criteria:**

**To be a RRAA donation recipient:**

Any person, organization, or group that is requesting that members of the RRAA donate artwork or their artistic abilities to a fund-raising or charity event will be asked to submit to the board or outreach committee

- 1) a written mission statement about the organization or group
- 2) a detailed explanation of the event being planned
- 3) an accounting of who or what will benefit from the funds raised and
- 4) a sign-up sheet with direct contact information for a person representing the organization
- 5) any organization requesting donations should have a website and a reciprocal link should be done in conjunction with the marketing of the event.

As per our mission statement we are dedicated to improving the quality of lives through art and promote all educational or cultural enrichments of the community. Any organization working to those goals would get first consideration. All organizations that are 501c3s, or public institutions such as the public school system will get considered before those that are not.

All requests for donations will be filtered through the outreach committee chair. It should address specifics such as dates, means of selling the art, where the money raised will go, etc. Once passed by the outreach committee it will go for approval by the board of directors. We will only list and promote those organizations whose requests have been approved.

**Once the organization has been sanctioned for art donations:**

- 1) A memo of understanding should be created and signed by an authorized representative of both the receiving organization and RRAA.
- 2) All literature listing donors should include RRAA as well as the individual contributing artists. A receipt is sent to every individual artist and a letter to RRAA stating their involvement.
- 3) The artist dictates the minimum amount the item should sell for. Should it not sell the artist will get their art returned to them.
- 4) There is a specific individual who will work with RRAA that we can contact concerning all questions. The receiving organization is responsible for collecting the donations at our meeting or another designated place.
- 5) We reserve the right to ask about the security of the donations should there be a delay between receiving and auctioning them.
- 6) The organization must promote both RRAA and the donating artists as they do all other donors. Whenever possible RRAA's logo should be included, and mention made of their contribution to the event/organization. This includes programs, signage, press releases, etc. RRAA should have a written plan of the organization's promotions so that we can piggy back on the plan with our own communication AND communication about the foundation.
- 7) Following the event RRAA should receive a copy of whatever programs, brochures etc were used so we may keep them in our historical records.
- 8) All RRAA artists participating should receive the same benefits and considerations – such as free or discounted tickets – given to others donating to the event.

**Criteria for cash donations:**

Cash donations are only given to those events or organizations directly related to education and art.