



America the Bountiful

*Exploring our heritage
Shaping our community*

Fundraising Committee Guide for 2005

The fundraising committee is actually a “friend-raising” and social committee. It not only generates the community’s cash contribution to the Chautauqua, but it also manages several optional activities that reinforce friendships.

Free Admission to Chautauqua

All of the Chautauqua programs, daytime and evening, are offered free of charge, open to the public. Ticket sales are prohibited. Donations may be accepted.

Private and Commercial Donors

Gifts to the Missouri Humanities Council are fully tax-deductible. Not only that, but they may leverage Federal matching funds available to the Council. Donors will be asked to sign a donation form that says that they understand that their gift may be matched by the National Endowment for the Humanities.

In most Chautauqua towns, businesses and individuals contribute the funds necessary to meet the contractual arrangement with the MHC.

If you would like to have a Chautauqua representative from the MHC accompany you when making a request for a donation, please don’t hesitate to ask.

People and businesses who make a donation before April 1 can also be named (if they wish) in the promotional materials.

Please refer to the **Suggested “Giving” categories for sponsors** on page 3.

Food concessions

You may also set up food and beverage concessions at the tent as a means of generating revenue, but the concessions have to cease operations when the scholar’s portion of the program begins. You may also allow a local charity to operate a food and beverage concession stand at the site, following the same rules.

The location of any concession stand has to be coordinated with the Grounds Committee to assure that access to the tent isn’t impeded.

Donor recognition

You might consider forming a Social Sub-Committee to organize a reception to honor your donors and other friends of the Chautauqua. These events work very well in private homes. The Chautauqua troupe is available to attend, if the timing can be worked out with the Road Manager.

Lodging Arrangements or Assistance*

This is one of the three categories of the Chautauqua festival in which the host community has the option to make the arrangements for lodging 7 people for 7 nights and to provide this lodging at no charge to the MHC as a portion of their In-Kind contribution. The value of this is approximately \$2500 and will be determined by the FMV in your community. If the host community does not choose this option, the MHC will make the lodging arrangements and pay all costs. Your recommendations about the better motels (reasonably priced) in town can help us with these arrangements.

Troupe Meals*

This is one of the three categories of the Chautauqua festival in which the host community has the option to make arrangements for meals to be provided, at no charge to the troupe members, to be counted towards their In-Kind contribution. The value of this may reach a maximum of \$500. Suggestions: Solicit gift certificates from area restaurants; provide vouchers for each troupe member to use for free food from the concessions/meal service each evening at the tent site; create a "Take-A-Scholar-to-Lunch" program for individuals and/or businesses to participate in.

Records of "In-Kind" donations

Another committee that will be very, very helpful to you is a Record Keeping Sub-committee to keep track of all cash contributions and in-kind (i.e., non-cash) contributions of goods and services to the project. The councils are required to document cost-sharing equal to the amount of funds received from the National Endowment for the Humanities. Volunteer time is a rich source of cost-sharing. Calculate the number of hours worked by your volunteers on publicity, grounds, concessions, programming and other areas. Don't forget the market value of free publicity or the use of the tent site. Forms for cost-sharing will be provided.

NOTE: *This is a time-consuming job and experience shows that having one group or one person in charge of this is most successful.*

* Each host community is given the opportunity to provide up to \$3000 in In-Kind from three set categories in lieu of \$3000 in cash contributions to the MHC for direct costs.

Contact Person

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