

# **WELCOME HOME HOUSING**

## **Fundraising Policies and Procedures**

**And**

## **Vehicle Donation Form & Receipt Letter**

**(Section 9)**

**Budgets**

Budgets will be required for fundraisers and will be prepared by the Executive Program Director and the Committee Chair with the advice of the Treasurer. Budget will be reviewed by the Board. Budget versus actual results will be compared.

**Management**

The Executive Program Director is responsible for managing fundraisers along with the Fundraising Chair or Chair of a particular event.

**New Fundraising opportunities**

New fundraising opportunities will be discussed and decided by the Board.

**EXISTING FUND RAISING OPPORTUNITIES**

**Newsletter**

An organization newsletter will be completed quarterly and used for fundraising, residence updates and other informational purposes. A self addressed envelop will be included in all mailings for donation purposes. The mailing list will contain all those affiliated and interested in the organization and persons in the general population. The mailing list will be updated as needed.

**Car Donation program**

The organization will offer a car donation program which will be advertised in the quarterly newsletter

**Antique Evaluation Day (Fall)**

Antique appraisers donate their time to make evaluations. Attendees make a donation to WHH for each item evaluated.

**Big Day of Giving (May)**

A statewide internet donation day for numerous charities.

**Website PayPal**

**Welcome Home Housing**  
**Vehicle Donation Form**

\* Please complete and fax this form to Car Program at 916-631-1328, 631-1308 or 631-4336.

\* Or, if you prefer, you may email this form to us at campos@carprogram.com

\* The donor will be contacted within four business days at the latest.

Date \_\_\_\_\_

Donor Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Alternate # \_\_\_\_\_

Vehicle Location (If different than above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

***Vehicle Information:***

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

VIN # \_\_\_\_\_ License # \_\_\_\_\_

Please circle all that apply:    2-Door    4-Door    Station-Wagon    4-Wheel-Drive

Does the vehicle run and drive as is?    Yes    No, explain \_\_\_\_\_

Do you have the Title?    Yes    No, explain \_\_\_\_\_

Please note any problems/damage:

Engine \_\_\_\_\_

Trans. \_\_\_\_\_

Tires \_\_\_\_\_

Body \_\_\_\_\_

Other \_\_\_\_\_

***Special Instructions:*** \_\_\_\_\_

