

# RMC EVENTS

# GROUP FUNDRAISING PROGRAM

## Community Outreach

The RMC Events Community Outreach Program has assisted local nonprofit organizations in raising over \$2.7 Million over the past 10 years.



## Tasks

Typical tasks that a group member may perform include ticket taking/scanning, ushering, parking directional, line queuing, and hospitality.

## Eligibility

- Groups must be non-profit organizations.
- Group members must be 16 years of age or older to participate.

## Specific Details

1. RMC Events solicits and confirms reservations from group leaders for set fundraising opportunities months in advance.
2. Within 5-14 days prior to each fund-raising opportunity, RMC Events will contact the group leaders with specific details.

### ***At this time, the following information is confirmed:***

Parking locations, meeting locations, specific uniform requirements, additional recommended supplies, updated group member quantities, updated call times, and any other information that is available.

3. On the day of the opportunity, group members will be checked in as a whole group. RMC Events will brief the group members on their specific assignments and provide support throughout the event.

## Basic Policies

- Each fund-raising opportunity has a specific uniform that is **required**. Group members that arrive out of uniform **may not participate**, depending upon the event specifics. The typical uniform for the fund-raising opportunities is a white t-shirt (either long or short sleeved), full length khaki pants (no shorts or capris), and closed toed shoes (no flip flops or sandals). Hats are ok, but they must be logo free.
- It is against policy to accept free hand outs while on post or in company/event uniform.
- While on post, smoking, alcohol consumption, and cell phone use is not permitted (social media, phone calls, and texting).
- All group members are expected to maintain a professional and customer service oriented appearance and demeanor.
- Group members are expected to remain on post until given a break or being cut by an RMC Events Supervisor.
- All supplies provided by RMC Events, must be turned in following completion of the shift, unless authorized by an RMC Events Supervisor.

## Group Fund-Raising Checks

- Groups Fund-Raising Checks are mailed to the organization 30 days following the opportunity in which the group participated. **Group Fund-Raising Checks are cut in the name of the tax-exempt organization only.**
- The value of the Group Fundraising Check is calculated on an hourly rate using a tier system based upon performance and reliability. No taxes are deducted from the Group Fund-Raising Checks as each group must claim tax-exempt status.

## Contact Info

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