

## **AVIVARA LIFE EVENT FREQUENTLY ASKED QUESTIONS**

### **Will donors to my event receive notification of their tax-deductible contribution?**

Yes, if you include all the information asked for on the [LIFE Donations Summary Form](#) for each donation, we will make sure that all the donors to your event receive a confirmation of their tax-deductible contribution.

### **What if a donor makes out a check to me and not to Avivara?**

Simply endorse the check with your name on the back and write “Payable to Avivara” below your signature.

### **Can I send you cash?**

We would really prefer that you don't. Instead, for anonymous cash contributions, simply make out a check in the amount of the total cash contributions and send it to us with the notation *Anonymous Cash Contributions* somewhere on the check.

### **Do I have to use the LIFE Donations Summary Form?**

It is not absolutely necessary to use the form, but if you would like to keep our treasurer from pulling out what little hair he has left, you will extend him the courtesy of using the [LIFE Donations Summary Form](#) and filling it out *accurately and completely*. He will bless you for that.

### **Can my event have gambling (Bingo, Vegas Night, raffles, etc.)?**

Unless it is a private party with only a limited number of guests, the answer would be no. Any event that involves gambling and is open to the general public (i.e., selling raffle tickets on the street, an open Vegas Night, Bingo, etc.) would require registration with your state's Gambling commission, a process that we wouldn't wish upon anyone.

### **What about drinking alcohol at my event?**

Like gambling, if it is restricted to a small number of guests in a private residence, such as a wine-tasting to invited guests only, then it is OK. If it is an event that would take place in a public space, such as a park, recreation center, etc., then it would require having a banquet permit issued by your local liquor control board. If you do an event, like a Pub Crawl, then it is the responsibility of the tavern or winery to provide the proper liquor permits and licenses. Just make sure all of your attendees are of legal drinking age, and don't let anyone drive who has had too much to drink. Get them a cab. Be safe, be smart.

### **How long before I should send in the proceeds?**

We would ideally like to have the proceeds from your event sent to us within seven after the event has ended. The [LIFE Donations Summary Form](#) should make tallying all the proceeds pretty simple since it adds everything up for you once you enter the information.

### **What if someone has a question about whether their donation is tax-deductible?**

All donations made to Avivara by cash or check where the donor has not received any item other than a token gift or service (i.e., coffee cup, cookies, babysitting, etc.) with a fair market value less than 1/20<sup>th</sup> of their total contribution, are generally considered tax-deductible by the IRS. Where a person does receive a product or service in excess of

1/20<sup>th</sup> of their contribution, the “fair market value” of the product or service should be included in the *Value of Items Received* column on the [LIFE Donations Summary Form](#).

**What if I want to charge people to attend my event?**

That’s OK as long as you don’t charge more than \$75.00 per person to attend your event. If the entrance fee is more than that, you will need to [contact us](#) so we can let you know how that needs to be handled.

**Will Avivara help me cover the expenses for my event?**

Sorry, no can do. You will need to cover your own expenses, but in some cases you can deduct the expenses from the total proceeds of the event and then just send in the net proceeds. [Contact us](#) if that is your situation.

**Can I use Avivara’s name to publicize my event?**

Of course! We encourage that. However, what you cannot do is open a bank account in our name, or use our EIN tax number for any reason. Remember this is an *independent* fund-raising event. Be sure to read our [LIFE Event Guidelines](#) if you have a question about this

**What if I have another question?**

You can always [contact us](#) through our website. We will be happy to answer any other questions you might have about having your own LIFE event.