



RYTHER

FUNDRAISING GUIDE

** Everything you need to know to fundraise for Ryther! **

Table of Contents

This fundraising guide provides you with guidelines, tips and tricks, and ideas for how to get started as you begin planning your event. Our biggest piece of advice is to have “fun” with your FUNdraising! We find that a key ingredient in having a successful event is something that resonates with you and your community and that you enjoy.

Welcome	3
10 Steps to a Successful Fundraising Event	4
How We Can Help	5
Frequently Asked Question	6
Fundraising Ideas	8
Fundraising Guidelines	10
REQUIRED: FUNDRAISING EVENT PROPOSAL FORM	11

Dear Friend,

On behalf of all of us at Ryther, THANK YOU for your interest in hosting a fundraiser in support of the children, youth, and families we serve. Your commitment to helping young people in our community access mental and behavioral health services makes a profound difference—and we are truly grateful.

This fundraising guide is designed to provide you with everything you need to get started: tips, best practices, and ideas for planning a successful event. Our best advice? Choose something that inspires you and brings joy to your community—when fundraising is meaningful and fun, it becomes even more impactful.

For more than 135 years, Ryther has been a trusted leader in behavioral health services for youth and families in the Puget Sound region. What began as an orphanage in the late 1800s has grown into a comprehensive mental health organization serving children with complex challenges. Today, we offer a wide array of programs including:

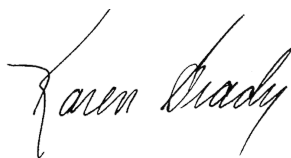
- *Outpatient therapy and psychiatric services for youth and families*
- *Therapeutic residential care for adolescents with emotional and behavioral health needs*
- *Substance use treatment and co-occurring care*
- *Foster care support and licensing services*
- *Community outreach and wraparound services to promote stability and healing*

Each dollar raised through your efforts helps provide direct, life-changing care. Whether it's supporting a teen in crisis, helping a foster child find stability, or empowering families to rebuild through counseling and support, your contribution goes beyond a donation—it becomes a source of hope.

At Ryther, we believe that all young people deserve the chance to thrive. With your help, we can continue to provide exceptional care to those who need it most.

Thank you again for your compassion, generosity, and drive to make a difference. We are honored to have you as part of the Ryther community, and we look forward to supporting you every step of the way.

Warmly,

A handwritten signature in black ink that reads "Karen Brady". The signature is fluid and cursive, with the first name "Karen" being more prominent than the last name "Brady".

Karen Brady
Executive Director/CEO

1. Register Your Event

When you have an event idea that you are excited about planning, it is important to fill out an [“Event Proposal Form”](#) and submit it to Ryther for approval. This is a crucial first step in obtaining donor and sponsor clearance. Determine the type of event that will be most suitable and enjoyable for your community, friends, and family members. Be creative and have fun!

2. Form a Planning Committee

The probability of success at any special event is increased by the enthusiasm and dedication of the people who plan and organize it. Your planning committee should have enough members to share the workload and represent a variety of different skills.

3. Schedule the Event

Schedule your event for a time that is both appropriate and convenient for those attending.

4. Establish Goals/Budget

Have realistic and measurable financial goals. Identify possible sources of income and all expenses. If you keep costs, you'll generate a bigger donation — something everyone will feel good about.

5. Identify Your Audience

Who's most likely to attend? Keep this group in mind when planning an event, including schedule and date, publicity, and costs, among other details.

6. Promotion and Publicity

Businesses will be proud to display the logo and name of the institution you're helping — Ryther. You'll want to be sure you're using the logo and name correctly. **Ryther must approve all promotional and publicity material.**

7. Develop a Timeline

Once you have decided on the type of event, theme, date, and location and have identified a committee, developing a timeline is the next step. It is important not only to know what needs to be done but also when it needs to be done. A timeline will help you track who is responsible for each task and when it needs to be completed.

8. Collect the Funds

We ask that all funds be forwarded to Ryther within 30 days of your event. Please allow three to four weeks from the date of this notice for acknowledgments and tax receipts to be issued.

9. Execute the Event: It's game time!

10. Thank You, Thank You, THANK YOU!

This is the most important part: thanking and acknowledging everyone who participated in or supported your activity.

With guidance from Ryther, it is now easier than ever to get involved and raise funds for life-changing programs that support young people struggling with mental and behavioral health challenges.

For all approved fundraisers, Ryther can help with:	We count on you to help coordinate the key details of your fundraiser, including:	Ryther is unable to provide the following:
<ul style="list-style-type: none"> ✓ Offer advice on event planning and fundraising ✓ Provide access to your own personalized fundraising page ✓ Supply Ryther's logo for use in your event marketing materials ✓ Share sample templates for sponsor and donor outreach, media releases, and thank you letters ✓ Provide Ryther brochures or printed materials for distribution at your event ✓ Issue IRS-compliant tax receipts for donations made directly to Ryther in response to your event 	<ul style="list-style-type: none"> ✓ Build your own mailing list of donors and vendors ✓ Plan the agenda and secure the event location ✓ Deduct any approved expenses from the funds raised before submitting your final contribution to Ryther ✓ Solicit support from local businesses and vendors ✓ Promote the fundraiser through your chosen channels ✓ Print and distribute promotional materials for the event ✓ Manage insurance, permits, and liability coverage related to your fundraiser ✓ Organize, staff, and oversee the actual event 	<ul style="list-style-type: none"> ✗ Ryther's tax-exempt certificate ✗ Insurance or liability coverage for your event ✗ Funding or reimbursement for event-related expenses ✗ Mailing lists of Ryther donors or vendors ✗ Publicity support such as newspaper, radio, or television outreach ✗ Guaranteed attendance of Ryther staff at your event

Can Ryther's name and logo be used when promoting my fundraiser?

Yes, but you need prior approval from Ryther for any press releases, posters, or announcements featuring their name or logo, as it is a trademark and cannot be altered without permission.

Will Ryther help promote my fundraising event?

Ryther may promote External Fundraisers to volunteers, staff, and donors with sufficient notice when appropriate.

Can Ryther staff assist in managing my event?

Ryther does not provide staff to manage external events; however, staff can offer guidance. We recommend forming a volunteer committee to assist throughout the event and support your efforts.

How can we receive our participants?

Only Ryther can issue receipts. Please get in touch with the Office for clarification, as receipting must be done efficiently and by law.

What is Ryther's Tax ID number?

Ryther is a 501(c)(3) organization — EIN 91-0564983

Does Ryther reimburse me for expenses?

The event owner assumes all expenses. Bills must be paid before submitting the remaining funds to Ryther, as this does not cover event costs or outstanding debts.

How long do I have to collect the funds I've raised?

Event owners must submit contributions and a revenue summary to Ryther within 30 days after their event date.

Where do I send the proceeds?

Ryther, Attn: Development
2400 NE 95th Street
Seattle, WA 98115

What programs and services need funding?

Ideally, we prefer that funds raised are unrestricted as program needs are constantly changing; this allows us to distribute funds to where they are needed most.

What are the guidelines for sponsorship and in-kind donations?

We ask event planners to submit the names of any potential sponsors or in-kind donors they plan to approach for contributions over \$500 before making contact. This allows Ryther to confirm whether we already have an existing partnership with the company. Doing so helps ensure consistent communication and prevents any potential overlap or confusion with current donor relationships.

What types of events need permits?

Events like Bingo, Raffles, or those needing a tent and/or 50+ attendees require special permits.

Does Ryther provide event insurance?

Events posing safety risks, involving alcohol, or held in public locations require additional insurance. Vehicle operators are required to have their insurance. Event planners are required to secure their own insurance.

Information About Tax Receipts

Ryther issues tax receipts only for donations where the donor receives no goods or services in return for the donation. This means purchases such as raffle tickets or event admission fees are not eligible for a tax receipt.

Tax receipts are provided only to individuals or organizations that donate directly to Ryther and include their contact information.

By IRS regulations, if an event collects funds and submits a single payment to Ryther under the organizer's name, the tax receipt will be issued to the organizer—not to individual contributors.

To ensure IRS compliance, we strongly recommend discussing your fundraising and donation collection process with Ryther staff before your event.

Fundraising Ideas

Need inspiration? From trivia nights to plant sales, there are plenty of fun ways to raise funds for Ryther. Choose what fits your community and make it your own!



Trivia Night



Car Wash



Fashion Show



Talent Show



Plant Sale



Movie Night
Under the Stars



Dinner
Theater



Karaoke
Night



Virtual 5K
or Walkathon



Art Show
& Sale



Cookbook
Fundraiser



Wine or Beer
Tasting



Fitness
Challenge



Raffle Basket
Extravaganza



Board Game
Tournament



"Taste of the Town"
Food Festival



Photo Booth
Fundraiser



Charity Auction
of Services



Escape Room
Challenge



Holiday Gift
Wrapping Station

- 1. Trivia Night:** Host a trivia night where teams pay to enter and compete for prizes.
- 2. Car Wash:** Organize a community car wash with volunteers; charge a set fee or accept donations.
- 3. Movie Night Under the Stars:** Host an outdoor movie night with admission, snack, or blanket rental fees.
- 4. Virtual 5K or Walkathon:** Participants complete the event on their own and raise pledges or donations.
- 5. Art Show & Sale:** Local artists donate work to sell, with proceeds benefiting the cause.
- 6. Talent Show:** Community members and spectators pay; prizes are awarded based on audience donations.
- 7. Cookbook Fundraiser:** Collect favorite recipes from supporters and compile them into a cookbook to sell.
- 8. Wine or Beer Tasting:** Host a local tasting with local vineyards/breweries donating samples; charge admission.
- 9. Fitness Challenge:** Participants get pledges for completing workout goals over a set period.
- 10. Plant Sale:** Sell donated plants, flowers, or herbs to raise funds.
- 11. Raffle Basket Extravaganza:** Create themed baskets and sell raffle tickets for a chance to win.
- 12. Fashion Show:** Partner with local boutiques to showcase clothing; charge admission or donations.
- 13. Board Game Tournament:** Participants pay entry fees; winners receive donated prizes.
- 14. Dinner Theater:** Put on a play or comedy show with dinner included; charge for tickets.
- 15. "Taste of the Town" Food Festival:** Local restaurants donate tastings; guests buy tickets to sample.
- 16. Karaoke Night:** Participants pay to perform or vote for their favorite singers through donations.
- 17. Photo Booth Fundraiser:** Set up a themed photo booth and charge for photos to raise funds.
- 18. Charity Auction of Services:** Local professionals donate services (e.g., tutoring, gardening) to auctions.
- 19. Escape Room Challenge:** Host an escape room event with teams paying to participate.
- 20. Holiday Gift Wrapping Station:** Set up a gift wrapping for donations during the holiday shopping seasons.

With guidance from Ryther, it's easier than ever to get involved and raise funds for life-changing programs that support young people facing mental and behavioral health challenges. To ensure that every fundraiser reflects Ryther's values and meets regulatory requirements, please review the following guidelines:

Application & Approval

All third-party fundraisers for Ryther require a proposal form and signed agreement to these guidelines before approval. **See the Fundraising and Proposal Form at the end of this document.**

Financial Responsibility

All expenses are the responsibility of the event organizer. Ryther is not responsible for any costs incurred and will not advance or reimburse expenses unless approved in advance. We recommend securing event sponsors or charging a registration fee to help cover costs.

Planning & Reliability

The event organizer is responsible for all planning and execution, including event safety and compliance with all applicable laws and regulations. Ryther does not accept or assume liability for the event, including injuries to participants or volunteers. Organizers agree to indemnify, defend, and hold harmless Ryther, its directors, officers, employees, and volunteers from any related claims.

Permits & Licensing

Organizers are responsible for securing all applicable permits and licenses related to the event, including alcohol service, raffles, and sales tax.

Ticket & Administration

Ryther is not responsible for ticket sales or other administrative functions. Organizers must manage ticketing, registration, and related logistics independently.

Donor & Privacy

Ryther does not provide donor or supporter contact lists for solicitation purposes.

Clear Representation

All publicity and materials must clearly state that Ryther is the beneficiary, not the host or organizer of the event.

Brand & Promotional Material Approval

All marketing materials using Ryther's name or branding must be reviewed and approved by Ryther prior to distribution.

Sponsorship Coordination

Organizers must notify Ryther of any outreach to potential sponsors or underwriters to avoid overlap with ongoing fundraising efforts.

Financial Reporting & Fund Distribution

If using Ryther's 501(c)(3) status, event organizers must provide a complete accounting of revenues and expenses. Final distributions must be submitted within 60 days of the event, in compliance with IRS nonprofit regulations and GAAP standards.

Ryther Fundraising & Proposal Form

Want to help raise funds for Ryther? ... Here's what you do!

Nonprofit organizations like Ryther must demonstrate the highest ethical standards in all operations, especially when it comes to handling donated funds. We are proud of the way we do business and must vigilantly protect the good name and reputation that Ryther has earned. As a donor, we believe you will agree that trust and respect are the heart and soul of public support.

To raise funds for Ryther, a written agreement must be signed by Development Staff and the group's representative. This ensures proper fundraising practices, clearly defined expectations, and a shared commitment to making your fundraiser a success.

Step 1:

Complete and return the form below. This information will be reviewed by Development Staff. If there are any questions, we will reach out. If approved, a signed agreement will be returned to you. This form will also allow Ryther to verify your event should we receive inquiries from the public.

Please review and follow these important guidelines:

- All use of Ryther's name and/or logo must be reviewed and approved by Ryther.
- Approval is also required for the use of images of Ryther's facilities.
- All media communications (e.g., press releases, interviews, news coverage, check presentations, advertisements) must be pre-approved by Ryther's Executive Director.
- Fundraisers that include the sale of items for personal or business profit using Ryther's name will not be approved.

If you have any questions, please contact us at development@ryther.org or call 206.525.5050.

*** REQUIRED | INITIALS:**

Fundraiser Information:

Name of Fundraiser: _____

Date(s) of Fundraising Event: _____ Location of Event: _____

Detailed Description of Fundraiser:

Organizer Contact Information:

Organizer's Name: _____

Contact Person's Name (if different): _____

Mailing Address: _____ Phone: _____

Email Address: _____ Fax #: _____

Fundraising and Accounting Details:

Expected Date for Ryther to Receive Donation: _____

Name and Phone Number of Person Responsible for Accounting and Funds:

Gross Profits Expected:

Estimated Expenses: \$ _____

Estimated Amount or Percentage to be Donated to Ryther: _____

By signing below, I agree to hold Ryther and its trustees, directors, officers, employees, volunteers, and agents harmless from all claims, liabilities, losses, or expenses arising from or connected with this event. I also confirm that I have read and agree to the requirements for using Ryther's name, logo, images, and media communications. I have read and agreed to all guidelines outlined in the Ryther Fundraising Guide and the Ryther Fundraising and Proposal Form.

Sponsor Signature: _____ Date: _____

Ryther Staff Signature: _____ Date: _____