



**Ronald McDonald
House Charities®**
Greater Washington, DC

Keeping families close®

**Ronald McDonald House Charities® of
Greater Washington, DC (RMHCDC)**

Fundraising Event Toolkit

Hello, Fundraiser!

We are so excited to work with you on your fundraising event in support of Ronald McDonald House Charities® of Greater Washington, DC (RMHCDC) and help Raise Love for the families we support!

This toolkit provides tips, information, branding guidelines and more to help you prepare to host an event benefiting Ronald McDonald House Charities® of Greater Washington, DC. If you have any questions after reviewing this toolkit, please contact our Development Manager, Hillary Hughes at HHughes@rmhcdc.org or 202.424.2705.

On behalf of the RMHCDC staff, Board of Directors and families, thank you again for your compassionate support, and for joining us in helping the families we support.

All the best,



Sarah Quillen

Vice President of Development and Marketing

Ronald McDonald House Charities® of Greater Washington, DC

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RMHCDC Frequently Asked Questions

1. What does Ronald McDonald House Charities of Greater Washington, DC do?

Ronald McDonald House Charities® of Greater Washington, DC (RMHCDC) eases the hardship of children's illness on families through programs that directly improve the health and wellbeing of children.

We do this through three core programs that focus on the critical needs of children:

- i. **Ronald McDonald House®**: A Ronald McDonald House is a home-away-from-home for families of children being treated for serious illness or injury. At little or no cost, the House provides a safe, comfortable place for a family to stay as they face the trauma of their child's illness. The Ronald McDonald House of Washington, DC is located at 3727 14th Street NE, Washington, DC 20017. The Ronald McDonald House of Northern Virginia is located at 3312 Gallows Road, Falls Church, VA 22042.
 - a. **Are all Ronald McDonald Houses the same?**
No, each is very unique. All Ronald McDonald Houses operate under licensing guidelines from Ronald McDonald House Charities – Global; however, each Ronald McDonald House is independent of the others and makes its own rules. And, each Ronald McDonald House is different because of the populations and medical communities it serves.
- ii. **Ronald McDonald Care Mobile®**: The Ronald McDonald Care Mobile brings medical, dental and health care resources directly to children near their home and school. In partnership with MedStar Georgetown University Hospital, we operate two Ronald McDonald Care Mobiles. The KIDS Mobile Medical Clinic/Ronald McDonald Care Mobile visits underserved children in Washington, DC wards 4 through 8. The second and newest Ronald McDonald Care Mobile is home to the FITNESS (Fun In Teaching Nutrition and Exercise to Successful Students) Program. The Program partners with schools to deliver a curriculum focusing on healthy eating and the importance of physical activity to students in grades K-8. The Program is piloting in Washington, DC with plans to expand to parts of Maryland and Virginia.
- iii. **Ronald McDonald Family Room®**: Moments away from a child's bedside, the Family Room provides moms and dads a place to recharge. Families grab a bite to eat, shower and get rest so they can be strong for their children. The Washington, DC Ronald McDonald Family Room is located on the Hematology/Oncology floor of Children's National Medical Center. The Northern, VA Ronald McDonald Family Rooms are located in Inova Children's Hospital on the Pediatric Intensive/Cardiac Care and Hematology/Oncology units.

[Read](#) about why this is important in a study published in the Journal of Health Organization and Management that found "Ronald McDonald Houses (RMHs) play a significant and important role in family-centered care for children with serious medical needs."

2. How to Stay

Families with a child being treated at a local hospital may be eligible to stay at one of our Ronald McDonald Houses. A social worker, case manager, or nurse clinician from the admitting hospital must make the initial referral. Families are admitted based on available rooms, and medical priorities. Each guest family has a private bedroom and bathroom, and access to a full kitchen, laundry room, living room, playroom, and outside play areas. We ask for a \$15 donation per night, but families are never turned away for financial reasons.

If you or someone you know can use our services, please have them contact the hospital where the child is being treated. You can also reach the [Ronald McDonald House of Washington, DC](#) at (202) 529-8204 or the [Ronald McDonald House of Northern Virginia](#) at (703) 698-7080.

3. How Does McDonald's Help?

Ronald McDonald House Charities has been McDonald's "charity of choice" for over 40 years. Portions of the annual operating costs for Ronald McDonald Houses are generously funded by local owner/operators of McDonald's restaurants. The remainder of our annual operating income comes from the generosity of individual, foundations, and corporate donors. McDonald's involvement extends beyond monetary support: Franchises partner with RMHCDC for promotional and fundraising events; Owner/operators participate on our RMHCDC board. Globally, more than \$200 million has been collected through RMHC Donation Boxes. Although McDonald's owner/operators are our Foundation Caring Partners, RMHCDC is a non-profit 501(c)(3) corporation and no one company can solely fund the growth of RMHCDC programs and services necessary to serve more families. We also rely on the support of the entire community and greatly value any donations you can afford to RMHCDC, whether it's through cash and/or in-kind contributions, your time or fundraising efforts.

Fundraiser Event Ideas

Can't think of what to do? Here are some fun ways to raise money.

RUN/SWIM/WALK/CYCLE:

Find a race in your area, challenge a friend to complete it with you, and run/swim/walk/etc. in honor of a child whose family stayed at Ronald McDonald House.

CELEBRATE:

Getting married? Turning a year older? Ask friends and family to donate to RMHCDC in lieu of presents. You can even do it directly through Facebook!

PLAY DAY:

Organize a golf/bowling/karaoke/etc. outing with family, friends, or co-workers. Ask for donations to participate in or attend the event.

POP TABS:

You can start helping by collecting the little tabs you pull to open soda, soup or other aluminum cans. Many groups such as schools, corporations, clubs and communities participate in this program and it's a simple way to make a big difference. Make it a challenge between offices, schools, or other organizations by seeing who can collect the most!

COMPETITION/CONTEST:

Decide on the goal. Here are some examples of competitions local organizations had to support RMHCDC:

- Two volunteers go in dunk tanks at the company picnic and co-workers pay for "throws" to try to dunk them. All proceeds from throws goes to RMHCDC.
- Winners of the Pop Tab Challenge (see above) get their car washed by the losers.
- Employees pay as many times as they want to vote on which executive will dress like a clown for the day. All proceeds from the votes goes to RMHCDC.
- Teams try to beat the clock while building furniture. All furniture is donated to RMHCDC.

WATCH PARTY:

Grab the opportunity to turn an ordinary Sunday night football game into a fundraising event, or pick a show your friends love to watch, like the Bachelor, the Oscars, etc. Host a watch party at your home and donate the proceeds to your fundraising goal.

JEANS DAY:

Ask your co-workers to make a donation in exchange for wearing jeans to work.

CHANGE DRIVE:

Decorate boxes for your friends and family to place on their dressers. At the end of the day they can drop their spare change in the box. Before the pledge deadline, gather the boxes and count the \$\$\$. Small Change makes a Big Difference.

CHILI COOK-OFF:

Which is voted best - Texas, Cincinnati, or your original style? Charge a donation for tastings!

YARD SALE:

Use spring cleaning as a way to raise funds! Sell books, household items, and games and put the earnings toward your goal. Don't forget to ask friends and neighbors to pitch in!

ALUMNI ORGANIZATIONS:

Ask your university or college for an advertisement slot in the alumni newsletter or university newspaper.

Example Event Logistics Checklist

- (6-7 months out)** – Solidify a budget for your event; establish fundraising revenue goals.
- (5-6 months out)** – Name your event; solidify date, site, time; Save the date. Solicit any sponsors needed.
- (4 months out)** – Develop the content & program of your event. Determine event needs and source vendors (catering, AV, décor, valet, entertainment, security, photographer). Determine any legal and license needs.
- (3 months out)** – Solicit any auction items and raffle prizes, if needed for your event.
- (2 months out)** – Establish full event timeline for the flow of your event. Secure any volunteers needed.
- (1 month out)** – Finalize all logistical details needed and communicate with appropriate stakeholders.
- (2 weeks out)** – Confirm all vendor plans and on-site set up plans. Finalize timeline.
- (2-3 days out)** – Collection, delivery and load-in of any materials/supplies needed for event.
- (Event day)** – Set up; execution of event; breakdown/load-out.
- (2-4 days post event)** – Secure and pay outstanding invoices. Report to Ronald McDonald House Charities® of Greater Washington, DC on the successes of event. Distribute any winnings/prizes as necessary.
- (1 week post event)** – Debrief on successes and lessons learned for future planning. Share attendee list with email addresses to Foundation, for distribution of thank you letters.
- (60 days post event)** – Deadline to send Ronald McDonald House Charities® of Greater Washington, DC check of funds raised.

Example Event Promotion Checklist

- (4 months out)** – Create promotional plan; begin developing online and communications materials. Share all marketing collateral that uses the Ronald McDonald House Charities® of Greater Washington, DC logo with RMHCDC Marketing Staff review and approval.
- (3 months out)** – Share invite; continue promotional plan; add event to community calendars. Work with Special Events Manager on any needs/deliverables, such as setting foundation collateral.
- (1 month out)** – Share event information with media; ramp up social media efforts.
- (2 weeks out)** – Send reminder communication; continue social media efforts.
- (2-3 days out)** – Share final event logistics and special information with attendees.
- (Event day)** – Coordinate social media coverage on site, coordinate with any media that attend.
- (2-4 days post event)** – Send thank you notes; share images; share success on social media.
- (1 week post-event)** – Send survey to guests. Communicate funds raised to Foundation.

Peer-to-Peer Fundraising

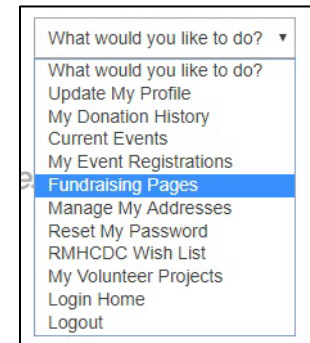
To give your co-workers and other contacts an opportunity to participate, start a peer-to-peer fundraiser. You can use your RMHCDC account or create it right in Facebook.

Create a fundraising page with your RMHCDC account:

1. To set up and manage your fundraising page, go to www.rmhc.org. Scroll to the bottom of the page and click Login.



- a. If you do not have a login, click Create Account and follow prompts for creating a Login name and password.
 - b. If you have a login but cannot remember the password, click the Get Help button to be sent a password recovery email.



2. Once logged in, select Fundraising Pages from the What would you like to do? dropdown.
3. Then create or manage your fundraising page.
4. Your fundraising page is now created and active! The system will automatically bring you into the back end from where you can manage your page.

Page Content

1. From the Page Content tab, you can update and personalize your fundraising page. When you're done making updates be sure to click Save.
 - a. Fundraising Page Title: By default, this will be your full name, or you can enter a creative title or the name of your team. Your fundraising page title is what will appear in the Credit Fundraiser list for donations and registrations so it's a good idea to make it something your team, family, and friends will recognize.
 - b. Fundraising Page URL: Customize the end of your fundraising page URL so it's shorter and easier to remember.
 - c. Your Fundraising Goal: Aim high! Setting a goal helps encourage donors to give and to give more.
 - d. Cover Photo & Page Content: Personalize your fundraising page by uploading a photo and including a message about why RMHCDC is important to you.

Share My Page

Here you can find links to your specific fundraising and registration pages. Donations and registrations completed using these links will automatically be attributed to your fundraising page and goal. There are also buttons you can use to quickly share your page link via social media.

Donations & Event Registrations

From the Donations and Event Registrations tabs you can see a full list of everyone who has donated or registered under your fundraising page. You can also export a list of donors and their information to send them a personal thank you.

You can view the public facing version of your fundraising page from the management page at any time by clicking the blue View My Fundraising Page button in the top right corner.

Facebook fundraiser:

1. Visit <https://www.facebook.com/fund/RMHCOFDC/>
2. Set a Goal (Consider \$105 or more to cover one week of stays for a family in need!)
3. Set your end date (maximum of three months).
4. Give your audience a reason to support.
 - a. Don't leave the standard messaging here! Make it personal and share why this is important to you to get your friends' attention.
 - b. Tag us by typing "@Ronald McDonald House Charities of Greater Washington, DC"
5. Cover photo: Use a picture of you, if possible.
6. Complete your fundraiser and invite your friends to give.
7. Share your story with pictures and videos to encourage and inspire friends and family.
8. Have fun and feel good knowing that for every \$15 raised, you're helping to provide a one night's stay at Ronald McDonald House for families in need.

How Do I Use Peer-to-Peer Fundraising to Raise Money?

Three steps to get started.

STEP 1	STEP 2	STEP 3
<ul style="list-style-type: none">• Customize your fundraising page by adding a photo.• Share with your donors why you have chosen to fundraise for RMHCDC. People respond to personal stories.• Update your Facebook page, Instagram and Twitter feed.• Make the first donation and encourage others to match that donation.• Don't forget to mention that donations are 100% tax deductible!	<ul style="list-style-type: none">• Send out an email to your contact list.• Send them a text message or message them on social media.• Make sure to tell them why you are supporting RMHCDC.• Suggest a donation amount (\$15 covers a family's one-night stay) and include a link to your fundraising page.	<ul style="list-style-type: none">• Emails pile up and people might forget. Send a follow-up email, text, or phone call.• Stay positive and believe in your reason for fundraising.• Don't feel guilty about asking for donations – people want to support causes you are passionate about.• Keep Facebook and Twitter updated with your fundraising progress.• <i>Don't forget to send out Thank You letters to all your donors!</i>

Raise \$500 in 7 Days

DAY 1: Sponsor yourself first	\$25
DAY 2: Ask 4 family members to sponsor you for \$25 each	\$100
DAY 3: Ask 5 co-workers to contribute \$15 each	\$75
DAY 4: Ask 5 friends to contribute \$20 each	\$100
DAY 5: Ask 5 neighbors to sponsor you for \$15	\$75
DAY 6: Ask your boss for a company contribution of \$50	\$50
DAY 7: Ask 3 business you frequent for a donation of \$25 each	\$75

8 Weeks of Fundraising

<p style="text-align: center;">Week 1</p> <p>Personalize your Raise Love page and ask for a \$40 (or more) donation in your 1st round of emails to your immediate family and closest friends. Be sure to include a link to your page!</p>	<p style="text-align: center;">Week 2</p> <p>Send your personal email to another five family members and ten friends asking for a \$40 donation</p>	<p style="text-align: center;">Week 3</p> <p>Email five coworkers asking them to donate \$25. Ask your HR department or supervisor about a matching gifts program.</p>	<p style="text-align: center;">Week 4</p> <p>Visit Raise Love and check for your donation update. Send a mass email to your contact list with "every penny counts" as the theme of the email. Post your campaign on your Facebook, Twitter, Instagram and other social media accounts.</p>
<p style="text-align: center;">Week 5</p> <p>Ask your local businesses for \$50 donations: doctor, dentist, dry cleaners, hair salons, etc.</p>	<p style="text-align: center;">Week 6</p> <p>Tell five neighbors about your online campaign and ask for cash or online donations.</p>	<p style="text-align: center;">Week 7</p> <p>Send a reminder email to your contact list with a possible deadline and exact donation amount (ex: Donate \$25 by October 12).</p>	<p style="text-align: center;">Week 8</p> <p>Send a final email to update your supporters of your fundraising accomplishment to date. Ask them to help you reach your goal.</p>

After a success 8 weeks, make sure to send a thank you and let everyone know how much you were able to fundraise and why it's so important to the families served by RMHCDC!

Talking Points & Key Messages

Word of mouth is just one of several ways to promote your fundraising event. The following talking points and key messages are available to reference as you work to build support for your event using a variety of communication channels.

About Ronald McDonald House Charities and the three core programs

Ronald McDonald House®

Ronald McDonald Houses are built on the simple idea that nothing else should matter when a family is focused on healing their child. Families with a child being treated at a local hospital may be eligible to stay at one of the Ronald McDonald Houses. Each guest family has a private bedroom and bathroom, and access to a full kitchen, laundry room, living room, playroom, and outside play areas. A \$15 donation per night is suggested, but families are never turned away for financial reasons.

Ronald McDonald Family Room®

Ronald McDonald Family Rooms offer families a comfortable and welcoming place to rest and regroup right in the hospital, just steps away from a pediatric unit and their sick child. While services may vary from room to room, families will often find a kitchen area with a refrigerator and/or microwave, laundry facilities, seating area with TV and reading materials, internet access, coffee and friendly faces from Ronald McDonald House Charities® of Greater Washington, DC volunteers.

Ronald McDonald Care Mobile®

Ronald McDonald Care Mobiles, operated in association with MedStar Georgetown University Hospital, bring primary health care directly to children in their communities through two 40-foot long, 8-foot wide, state-of-the-art vehicles. The vehicles include two patient examination rooms, a laboratory, and reception and medical records areas. The FITNESS Program, which teaches the importance of healthy eating and regular physical activity, is housed in a mobile unit that can be configured for large or small group activities as well as individual consultations.

About Your Event *customize as needed

- [Event Name] is a [short description] benefiting Ronald McDonald House Charities® of Greater Washington, DC.
- If applicable, add a short, personal story about your connection to Ronald McDonald House and/or Ronald McDonald House Charities® of Greater Washington, DC.
- Include a call to action (should people purchase tickets, donate, sign-up, form a team, collect supplies, etc.?).
- Provide a website and/or phone number where people can reach you to learn more about the event. Promote your event hashtag and tag Ronald McDonald House Charities® of Greater Washington, DC on social media.

*Before distribution, please send any materials that mentions Ronald McDonald House Charities® of Greater Washington, DC to Rachel Taninecz (RTaninecz@rmhcdc.org) for review.

Benefitting Logo Use & Brand Guidelines

Prior to the distribution of any event collateral using the Ronald McDonald House Charities® of Greater Washington, DC logo, please contact Assistant Director of Marketing and Communications Rachel Taninecz at RTaninecz@rmhcdc.org for approval.

Brand Guidelines to follow:

- Use Ronald McDonald House Charities® of Greater Washington, DC in its full name.

Logo Usage Rules:

The integrity of the logo must be respected at all times. Don't stretch, condense or otherwise morph or manipulate it. Any modification of the Ronald McDonald House Charities® of Greater Washington, DC logo confuses its meaning and diminishes its impact.

- Do not distort the logo: Always leave the logo in the correct proportion.
- Do not stretch, skew or alter its original size.
- Do not add effects to the logo.
- Do not add embellishments like drop-shadows, embossing, etc. to the logo.
- Do not change the font style of the logo.
- Do not change the scale of the elements.
- Do not place the logo on a busy background.

Preferred Logo:

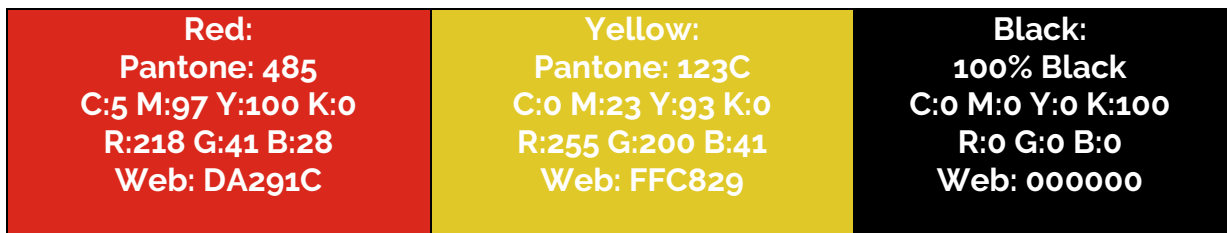


Keeping families close®

Alternative Options:



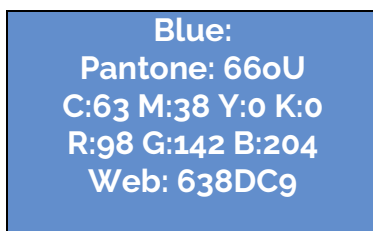
Ronald McDonald House Charities® of Greater Washington, DC logo colors:



Ronald McDonald House Charities® of Greater Washington, DC tagline color:



Ronald McDonald House Charities® of Greater Washington, DC alternate text color:



Email Outreach

E-mail is a powerful way to promote your third-party event as well as a fast and effective way to thank your supporters following the event. With a targeted list and powerful message, e-mail allows you to efficiently invite and entice people to participate.

Save the Date

- Using e-mail to send a save the date is a cost-effective way to introduce supporters and potential supporters to your event.
- Be clear and concise.
- Consider having a consistent design across all your event materials.
- Provide the essentials:
 - Event name,
 - Date, time and location,
 - Call to action,
 - Dynamic design or image,
 - Benefiting logo or information. *

E-mail Invite

- Showcase your specific event theme and include imagery.
- Include a brief description of the event that clearly outlines what the event is and the benefit of attending.
- Include a call to action – call, go online, purchase your ticket, etc.
- If approved for logo use, may include the Ronald McDonald House Charities® of Greater Washington, DC logo. *

Thank-You Note

- Thank participants and supporters within a few days of the event taking place.
- Include a personal anecdote about how the participants' support is making a difference (see infographic on page 15).
- Include information about funds raised or impact, if available
- Consider including a link to a gallery of event images and encourage people to share on social media.
- Hint at plans for next year, if applicable.

**Our organization name and logo are among our greatest assets. In order to protect and maintain these, all communication featuring the benefiting logo must be approved by Ronald McDonald House Charities® of Greater Washington, DC Assistant Director of Marketing and Communications prior to distribution. Please send all collateral to Rachel Taninecz at RTaninecz@rmhcdc.org for review and approval.*

Let's Get Social

Facebook/Instagram – Post It!

- Share the link to your fundraising page to get the word out.
- Tag friends who donate to say thank you and share regular updates with your progress.
- Include a link to your fundraising page every time you post an update.
- Post photos and stories.

Twitter – Tweet It!

- Tweet several times weekly about your commitment to your fundraising goal.
- Include a link to your personal fundraising page in tweets and in your bio.
- Mention friends in tweets to thank them for their donation.

Message – Text It!

- Send a text asking people to donate – include the URL for your fundraising page.
- Send a quick text message to the donor to thank them immediately after they make their donation.

Sample Social Media Posts

To post these: log in, copy the message you like below, and paste as a status or update!

- Every dollar counts. Join my fundraiser today to help us serve more families: [Event link]. #KeepingFamiliesClose
- Last year, I Tag Ronald McDonald House Charities® of Greater Washington, DC served 10,598 children, and that is something to smile about! Join my fundraiser today to help more kids: [Event link]. #KeepingFamiliesClose

Be sure to tag Ronald McDonald House Charities® of Greater Washington, DC in your posts!

Facebook: [/RMHCofDC](#) | **Twitter:** [@RMHCDC](#) | **Instagram:** [@RMHCDC](#)

Media & Publicity

Many third-party events may appeal to the greater community. Sharing information about your event with media outlets is one way to help spread the word. While media coverage is never guaranteed, the following tips may help you think through this part of your promotional efforts.

- **Give the media lead time** – To share story opportunities, reach out two to four weeks before an event.

*Before distribution, please send any materials that mentions Ronald McDonald House Charities® of Greater Washington, DC to Rachel Taninecz (RTaninecz@rmhcdc.org) for review.

- **Consider the calendar of events** – Media outlets often have areas where the public can submit events for consideration to be added to a community calendar.
- **Think through visuals** – Events as coverage opportunities are more enticing for broadcast outlets when you can share how and why the event will be visually interesting for viewers – is it a timely event? Does it feature a celebrity speaker? What's the compelling reason to cover this?
- **Do your homework** – Does the media outlet reach your intended target audience for your event? Do they typically write stories about events? When you do your research, you can customize your outreach for consideration. Events with a human-interest angle are much more appealing to cover.

**While we encourage third-party event organizers to publicize their events benefiting Ronald McDonald House Charities® of Greater Washington, DC, third parties are not authorized to speak with media on behalf of Ronald McDonald House Charities® of Greater Washington, DC. Any media outlet interested in speaking with a Ronald McDonald House Charities® of Greater Washington, DC representative must be directed to:*

*Sarah Quillen, Vice President of Development and Marketing
Ronald McDonald House Charities® of Greater Washington, DC
SQuillen@rmhcdc.org
(202) 424-2708*

Contact:
[Event point of contact name]
[Phone number]
[E-mail address]

FOR IMMEDIATE RELEASE

[Headline]

[Event to benefit Ronald McDonald House Charities® of Greater Washington, DC]

City, State (Date of release) – [Summarized what the announcement is. Opening paragraph should get the reader's attention while providing the key facts. Limit this paragraph to 2-3 sentences]

[Continue to provide important information about the event. The most important information should appear toward the top of the release.]

Ronald McDonald House Charities® of Greater Washington, DC eases the hardship of children's illness on families through three core programs that directly improve the health and wellbeing of children in local greater D.C. hospitals.

[Include a quote from a leader or beneficiary.]

[Include any closing information. For more information, visit (event URL or call xxx-xxx-xxxx).]

Be sure to spell check your release.

Before distribution, send any release that mentions Ronald McDonald House Charities® of Greater Washington, DC to Rachel Taninecz (Rachel@RMHCDC.org).

###

About X,Y,Z Event

[Include 3-4 sentences about your organization or event]

About Ronald McDonald House Charities® of Greater Washington, DC (RMHCDC)

Ronald McDonald House Charities® of Greater Washington, DC, a non-profit, 501 (C) (3), eases the hardship of children's illness on families through programs that directly improve the health and wellbeing of children. Through its three core programs: two Ronald McDonald Houses®, two Ronald McDonald Family Rooms®, and two Ronald McDonald Care Mobiles®, RMHCDC keeps families with sick children together and close to the medical care their child needs at leading local hospitals. RMHCDC programs not only provide access to quality health care, they enable family-centered care ensuring families are fully supported and actively involved in their children's care. For more information, visit rmhcdc.org.

Donation Information:

- Ronald McDonald House Charities® of Greater Washington, DC's Wg is available upon request.
 - o IRS Tax ID#52-1132262
 - o United Way #9050

- Donations following your event may be sent to Ronald McDonald House Charities® of Greater Washington, DC in two ways:
 - o Via Check
 - o Make checks payable to: Ronald McDonald House Charities of Greater Washington, DC
 - o Memo: Event Name
 - o Mailing address: 3312 Gallows Road, Falls Church, VA 22042.

 - o Via online donation/credit card:
<https://rmhcdc.zsystems.com/np/clients/rmhcdc/donation.jsp>
 - o Simply list your event name when paying

 - o Cash
 - o We are happy to accept and receive donations in whatever form they come! But, for safekeeping, please do not mail cash to us. We don't want it to get lost en route. Instead, write a check for the donation amount and mail it in with your name on the check's memo line and attach a note with the donor(s) name(s) and address(es).

****If you are submitting your donation online, please email your event financial statement within thirty (30) days of the event's conclusion to Victoria Meyer, VMeyer@rmhcdc.org; If you are mailing your donation, please include the financial statement along with the check.****

If you still have questions **after reading** through this document, contact our Development Manager, Hillary Hughes at HHughes@rmhcdc.org.

On behalf of the families we support...

THANK YOU!