

Charitable Fundraiser Checklist

- Has written permission been obtained from the Temple Potentate and chairmen of the boards of directors and trustees?
- Has the Temple Potentate reviewed and approved any necessary contracts?
- Has the appropriate insurance been obtained?
- Has the Temple Potentate examined all solicitation and promotional material to assure compliance with Shrine law?
- Have federal, state/province and local laws been complied with?
- Has there been compliance with The Revenue Act of 1987 (if the Temple is located in the United States)? (See General Order No. 1)
- Has a "Statement of Purpose" been included on all tickets, solicitation and promotional material?
- Has the Charity Activity Form been completed and returned to Shriners International Headquarters within 60 days of the activity to avoid an interest penalty?

Fraternal Fundraiser Checklist

- Has written permission been obtained from the Temple Potentate?
- Has a copy of the approval been sent to the Executive Vice President – Shriners International?
- Has the Temple Potentate reviewed and approved any necessary contracts?
- Has the appropriate insurance been obtained?
- Has the Temple Potentate examined all solicitation and promotional material to assure compliance with Shrine law?
- Have all federal, state/province and local laws been complied with?
- Has there been compliance with The Revenue Act of 1987 (if the Temple is located in the United States)? (See General Order No. 1)
- Have a "Statement of Purpose" and "Disclosure" been included on all tickets, solicitation and promotional material, including Temple publications?