



Third-Party Fundraising Guidelines

Thank you so much for supporting the Dr Denis Mukwege Foundation with your fundraising efforts! We are a small organisation, and the fundraising events, promotions and sales carried out by our supporters really make all the difference. There are many possibilities, but one thing remains the same — every penny and cent that you raise helps our Foundation continue to support survivors of wartime sexual violence, to advocate for their right to holistic care, and to reparations, and ultimately to end sexual violence as a weapon of war.

In order to ensure a successful partnership, we ask that you follow these guidelines when planning your fundraising event to protect the organisations, individuals, and groups involved, and of course the Mukwege Foundation.

A third-party fundraising event is any activity or project that is hosted by an organisation, individual, or group in the community that benefits the Mukwege Foundation. It can be online or offline. The organiser should always keep in mind the Foundation's mission, vision, and values and should not include any aspect that would potentially detract from these important standards and jeopardise the Foundation's positive reputation, or the goodwill of our supporters and partners.

Requirements

1. All fundraising events, projects, and promotions must be approved by the Foundation in advance. Please contact us by email at info@mukwegefoundation.org no less than 15 days before your planned fundraising event to discuss and agree your plans.
2. Fundraising activities must maintain the integrity of the Mukwege Foundation's identity.
3. Any use of the Mukwege Foundation name or logo must be approved in advance by the Mukwege Foundation's staff and cannot be used for any other purpose besides the approved activity.
4. For legal reasons, approved third party fundraising activities/materials must refer to "benefiting the Dr. Denis Mukwege Foundation." They may not be represented as "sponsored by," "conducted on behalf of," or any other similar wording.
5. The Mukwege Foundation is not liable for any costs associated with third-party fundraising activities, nor can we assume responsibility for any debts incurred.
6. The organiser of the fundraising activity is responsible for all promotion and marketing of the event.
7. The individual or organisation conducting the third-party fundraising event must prominently disclose to donors the exact percentage of gross proceeds that will be donated to the Mukwege Foundation. The percentage of gross proceeds to be received must be agreed upon by the Mukwege Foundation in advance of the fundraising activity and its promotion.
8. To ensure there is a distinction between the Mukwege Foundation and all third-party fundraising efforts, the organiser must handle all money until the official donation is submitted to the Mukwege Foundation (within 30 days of the completion of the fundraising activity).
9. Donation receipts can be issued to donors if the Mukwege Foundation receives a legible list of donor names, addresses and donation amounts.
10. Fundraising activities must comply with all relevant laws and regulations.
11. All promotions, agreements, contracts and permits required by your community/city will be the responsibility of the organiser of the fundraising event.

12. The organiser agrees to coordinate with and request permission from the Mukwege Foundation before soliciting any individuals, organisations, or businesses (e.g. for sponsorship) in order to avoid duplicated efforts.
13. The Mukwege Foundation cannot guarantee that its staff or volunteers will attend the fundraising event.
14. The Mukwege Foundation typically does not solicit participation from our supporters for third-party fundraising events and cannot approve third-party use of the Mukwege Foundation's mailing lists. We typically share information about third-party fundraising events via our social media channels, however we cannot guarantee to do so on a specific date or time.

The Mukwege Foundation reserves the right to decline participation or cancel participation in a third-party fundraising event. Generally, the following fundraising events will NOT be approved: a) those that do not adhere to these guidelines and b) fundraising events that are controversial in nature or do not represent a positive image for the Mukwege Foundation.

For more information or questions please contact Suzanne Edelkamp at edelkamp@mukwegefoundation.org.

Thank you again for your support!