

Mustard Seed Communities Fundraising & Event Guidelines

Mustard Seed Communities is grateful for the meaningful work done by our supporters on our behalf. If you are interested in fundraising or hosting an event on behalf of Mustard Seed Communities, please use the guidelines below. All questions should be directed to the MSC office at info-usa@mustardseed.com or 508.242.9622.

Fundraising Guidelines

1. All funds raised on behalf of Mustard Seed Communities must be remitted in full to the organization.
2. Please make all checks payable to Mustard Seed Communities. In the case that a check is made out to the individual fundraising or hosting the event, please endorse the check with your signature and write “Payable to Mustard Seed Communities.” The account holder on each check will receive an acknowledgement letter from Mustard Seed Communities.
3. Mustard Seed Communities highly discourages individuals from collecting several donations and then writing one check for the total fundraising amount. The IRS considers that money income and you will be taxed on the total amount. Additionally, only you, not your donors, will receive an acknowledgement letter from MSC.
4. If there are goods or services being exchanged for a donation, Mustard Seed Communities needs to know the value or cost of the item or service in order to accurately identify the portion of the donation that is eligible for tax exemption. Example: If you are hosting a golf tournament on behalf of Mustard Seed Communities, and it costs \$100 per person to golf, but you are selling tickets for \$150, only \$50 of the ticket price is tax deductible and Mustard Seed Communities will acknowledge it as such.
5. All donations should be mailed to:

Mustard Seed Communities, 29 Janes Avenue, Medfield, MA 02052
6. Donations made for a specific mission trip or project must have the mission trip code or name of the project written on memo line of the check. When remitting several checks, fundraisers are encouraged to include a spreadsheet or detailed explanation of these funds to ensure that they are accurately recorded and allocated.
7. Donations should be mailed to Mustard Seed Communities no later than 21 days after they are received.
8. Donations will be processed by Mustard Seed Communities within 7 days of receiving them. Donation totals might not be complete until all funds are processed.
9. Mustard Seed Communities recommends using our comprehensive online fundraising system as a tool to raise funds, including for events. Individuals or groups may wish to offer an online donation option in addition to collecting checks from donors. The online option allows you to easily track all contributions. Online donors receive an immediate acknowledgment letter. This is a secure method for donors wishing to use credit cards.

Event Guidelines

1. All events hosted on behalf of Mustard Seed Communities must adhere to the mission of the organization. Mustard Seed Communities reserves the right to remove its name from any event it deems to be outside the scope of the mission or that promotes ideas that may be offensive or harmful to others.
2. All events held on behalf of Mustard Seed Communities must adhere to the Mustard Seed Communities fundraising guidelines (see above).
3. Mustard Seed Communities is not liable, nor does it provide liability insurance, for any event being hosted on its behalf. The individual(s) or group(s) hosting the event assume all liability and are responsible for providing liability insurance if required.
4. Mustard Seed Communities is not responsible for guaranteeing, purchasing or coordinating any goods or services that are purchased, won or raffled during an event. The individual(s) or group(s) hosting assume all responsibility for the transfer of all goods and services related to the event.
5. If you wish to use the Mustard Seed Communities logo, please email info-usa@mustardseed.com to request a high-quality version.
6. Mustard Seed Communities does not promote individual or group events or sell tickets through our communication channels. Individual(s) or groups assume all responsibility for promoting and managing all aspects of event ticket sales and RSVPs for their event.