



LICADD

Frequently Asked Questions:

Thank you for choosing the Long Island Council on Alcoholism and Drug Dependence, Inc. (LICADD) to receive the proceeds from your organization's charitable event. Events such as yours are a vital source of funds for us, helping us to ensure that our patients and families have access to high-quality care.

Q: What are the mission, vision and values of LICADD?

A: LICADD's mission is to address the addictive climate of our times by providing initial attention and referral services to individuals, families, and children, through intervention, education and professional guidance to overcome the ravages of alcohol and other drug-related problems.

Q: Can event organizers use the LICADD logo?

A: LICADD logos are registered trademarks and cannot legally be reproduced without permission from the LICADD leadership. Please contact our office to determine the proper language to use and receive permission for logo usage.

Q: Can event organizers use the LICADD name?

A: Yes, promotional materials that use LICADD's name must use the term "Proceeds to benefit LICADD." LICADD is the beneficiary, rather than sponsor, of all fundraising projects and events. Therefore, our name cannot be used as such: "LICADD 5K Run" or "LICADD Fashion Show" as examples.

Q: Can event organizers request a representative at an event?

A: LICADD will make every effort to have a representative to attend your event. Please give us as much advance notice as possible.

Q: Can event organizers serve alcohol at an event?

A: If you wish to dispense alcohol at your event, you must hire a licensed alcoholic beverage bartender. All required licenses and/or permits must be obtained by the event organizer.

Q: Can organizers conduct a raffle at an event?

A: Raffles and auctions are a good way to raise additional revenue.

Q: What is the charitable portion of my ticket sales?

A: The I.R.S. requires that all tickets, invitations or entry forms state what portion of the contribution is tax deductible. If donors receive a product or service in exchange for their donation, subtract the value (whether or not it is donated) of the product or service from the contribution. The remaining amount is tax deductible. For example, the written materials could state: "The portion of the payment for each ticket which is deductible for federal income tax purposes is limited under the federal tax laws to the excess of the payment over the value of the goods or services provided to a person attending this event. We estimate that the value of goods and services provided to each person attending will be \$____. The amount of your payment that is deductible for federal tax purposes is \$____(\$____ per ticket)."

Q: Will donors receive a tax receipt for their donation?

A: Please provide appropriate accounting of the donations by using our printable giving form. Donations of \$XX or more written to LICADD that include the name and full address of the donor will receive a tax receipt. Donors cannot deduct as a charitable contribution amounts paid to purchase an auction item below the Fair Market Value or to buy a raffle ticket.

Q: Can event organizers request LICADDs' tax ID and W-9?

A: Yes, our Tax ID # is 11-1833092. Requests for a completed W9 form can be sent to Angela Brooks at abrooks@licadd.org or by calling 516-747-2606.

Q: Does LICADD cover event expenses?

A: All expenses are the responsibility of the project/event organizer. Event expenses must be less than fifty percent (50%) of the total raised and must be turned in to LICADD within **60 calendar days** of the event date. If the event expenses are greater than the total collected, the group holding the event is responsible for the additional expenses.

Q: Can event organizers direct the proceeds from an event to a specific project?

A: If you would like to designate your donation to a specific program, please indicate that on the giving form accompanying your donation. If you do not indicate a specific project where you'd like to direct your funds, all donations will be directed to support the greatest need.

Q: Where do event organizers send the donation after an event?

A: Please send gifts to: LICADD, 1025 Old Country Road, Suite 221, Westbury, NY 11590 Attn: Angela Brooks. Please send your donation within 60 days of your event. Do not send cash in the mail. Checks should be made payable to LICADD. Credit cards are accepted through www.licadd.org or you can set up your own online giving page (fundly, gofundme or firstgiving) where you can invite friends and family to support your fundraising efforts through email.

Q: What can the Foundation do to help?

- Answer questions about event planning.
- Provide a letter of authorization to validate the authenticity of the event and its organizers.
- Provide tax receipts to donors who make checks payable to LICADD.
- Promote your event on our Calendar of Events so that LICADD staff and volunteers are aware of your efforts.
- Brainstorm appropriate sponsors. Some corporate sponsors may already be supporting LICADD and may not wish to be contacted about additional donations. We can help you identify these.
- Provide a media kit to assist in generating media interest in your event.

*Please note that all materials must be reviewed by a staff member prior to printing and distribution.

Q: What can the Foundation do to help?

- Provide reimbursement for event expenses.
- Provide contact information and/or mailing lists for corporate sponsor(s), donors and supporters for solicitation purposes.
- Sell tickets, sponsorships or contact donors for your event.