



Eastern Iowa Honor Flight Campaign Policy

The mission of the Eastern Iowa Honor Flight is to give veterans the opportunity to visit Washington DC to see the memorials built in honor of their dedication and sacrifice to our country. This would not be possible without the financial support and fundraising of business partners, and the community.

To facilitate fundraising for the Eastern Iowa Honor Flight and protect the integrity of the organization, we require all fundraising campaigns using the Eastern Iowa Honor Flight (EIHF) name and/or logo to be preapproved by the EIHF Board of Directors.

The Eastern Iowa Honor Flight™ name and logo is a trademark of the Eastern Iowa Honor Flight. To request permission to use the EIHF name and/or logo for your fundraiser, event, or campaign, you must complete a Fundraising Request Form. The Fundraising Request Form should be submitted 90 days (about 3 months) prior to your campaign kickoff. This allows the required time for the board of directors to review the request.

Fundraising Request Forms are located on our website at <http://eihonorflight.org>
Fundraising Request Forms should be emailed to easterniowahonorflight@gmail.com

The Fundraising Request will be reviewed at the next EIHF board meeting or within 45 days of receiving the request. Following the review, notification of the board's decision will be sent to the email address provided on the request form.

Eastern Iowa Honor Flight will not post events on an EIHF social media platform until the fundraising request has been approved by the EIHF board of directors.

The Eastern Iowa Honor Flight board of directors reserves the right to review and reject any fundraising proposal, document, or activity that does not align with the organization's mission, values, or guidelines.

Eastern Iowa Honor Flight
PO Box 10704, Cedar Rapids, Iowa 52410
Phone: (855) 344-3435 – EIN: 27-1666013 – Website: <http://eihonorflight.org>



Fundraising Request Form

Name of Organization Sponsoring the Event: _____

Organization web address: _____

Facebook Username: _____

Contact information:

Primary Contact: _____ Title: _____

Phone No: _____ Email Address: _____

Secondary Contact: _____ Title: _____

Phone No: _____ Email Address: _____

Name of Event: _____

Location of Event: _____

Event Date: _____ Event Start Time: _____ Event End Time: _____

Provide a description of your event: _____

How long will you be accepting donations for the campaign? (Example 1 day, 3 weeks, etc.) _____

Would you like to use the Eastern Iowa Honor Flight Logo in print or on a media platform? ☐ YES ☐ NO

If yes, explain: _____

How are you promoting the event? _____

What resources do you need from EIHF? Literature, Brochures etc. _____

Would you like a representative from the EIHF to attend your event? If yes, will you provide tickets, tables, seating, shade, etc.? _____

How will the donor donations be distributed?

☐ 100% of proceeds - all donations will be directed to EIHF. Event cost will be absorbed by the event sponsor.

☐ 100% of profits - cost associated with the event will be paid from donations and EIHF will receive the balance.

☐ Splitting % w/ another organization (if so, provide details) _____

When do you plan to present Eastern Iowa Honor Flight with the proceeds from the event? _____

Fundraising Request Forms should be submitted 90 days prior to campaign kickoff. Submit using either method below.

Email: easterniowahonorflight@gmail.com

Mailing address: Eastern Iowa Honor Flight, PO Box 10704, Cedar Rapids, Iowa 52410



Fundraising Request Review and Decision

Name of Organization Sponsoring the Event: _____

Name of Event: _____

Date Reviewed by Board of Directors: _____

Board Decision

☐ Approve use of Eastern Iowa Honor Flight name

☐ Approve use of both Eastern Iowa Honor Flight name and logo

☐ Approve to post on EIHF Facebook and/or Website

☐ Approved resources (literature, volunteers, etc.) _____

☐ Request denied

Comments: _____

Signature of Officer or Board Member

Name Printed

Date