



# 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](mailto: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.



# 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](mailto: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.) \_\_\_\_\_
  

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- Request denied

Comments: \_\_\_\_\_

  

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\_\_\_\_\_  
Signature of Officer or Board Member

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date