

AAZK Bowling for Rhinos

*Guidelines for Event Reporting - 2018*

The material contained in this guidebook will assist Bowling for Rhino Event Holders in completing the required financial forms and donation tracking for your Event. It will provide you with supplemental information and requirements set forth by the Internal Revenue Service and AAZK policy for documenting BFR Events.

Ed Hansen AAZK CEO/CFO

1/1/2018

AAZK Bowling for Rhinos

Guidelines for Event Reporting

Introduction

 Bowling for Rhinos is a Program of the American Association of Zoo Keepers, a 501 (c)(3) Federal Non-profit entity. Originating with the Greater Kansas Chapter of AAZK, rhino fundraising events were officially formalized and organized into Bowling for Rhinos in 1990. AAZK maintains the position that 100% of event profits are directed to support our Bowling for Rhinos Conservation Partners, the Lewa Wildlife Conservancy, the International Rhino Foundation, Action for Cheetahs in Kenya and the AAZK Conservation Resource Grant for in-situ and ex-situ rhino research.

 In 2016 AAZK began the process of improving the documentation of income and expenses associated with over 80+ Bowling for Rhino events held in North America and beyond. These guidelines and AAZK policy have been drafted and implemented to improve compliance with Internal Revenue Service regulations for AAZK Chapter events held *within* North America. IRS regulations do not apply to Canadian AAZK Chapters or International Events.

 AAZK has created comprehensive references and resources to be utilized in compiling the documentation of your Event.

 At the conclusion of these Guidelines, contact information is provided so that Bowling for Rhino Chapter Event holders may reach either the CEO/CFO of the Association, the Program Manager for Bowling for Rhinos, or the Board of Director Oversight for Bowling for Rhinos to receive timely assistance with any questions, concerns or direction.

Sanction

 All Bowling for Rhino (BFR) events require sanctioning by AAZK which holds the master Tax Identification Number and Group Exemption Letter allowing subordinate AAZK Chapters relief from paying Federal Income Tax. Note that a BFR Event is any event utilizing that title and is not limited to bowling. It applies to every event type such as Baking, Rocking, Rummage, Curling, Winos, etc., for Rhinos. Sanction is required simply so that it can be determined by AAZK that all BFR events are held by a subordinate Chapters of AAZK in good standing, and is an affirmation that the subordinate Chapter of AAZK BFR Event holder utilize their assigned Federal Tax ID # in association with the event.

 Only subordinate Chapters of AAZK will be immediately sanctioned to hold a BFR event under AAZK Federal Non-profit tax status. Groups, such as schools, zoos, or former AAZK Chapters will be required to provide evidence of Federal Tax ID through an internal relationship (such as a non-profit host facility or non-profit supporting society) in order to receive sanction from AAZK.

 In order to receive Sanction for a BFR Event, the BFR Event Holder will annually register their event with AAZK and pay a Registration Fee.

Please note: The Bowling for Rhinos Chapter Partners in attendance at the 2017 BFR Summit in Washington D.C. voted to increase the 2018 BFR Sanction Fee to $50.00 in 2018 only.

The Sanction Fee helps offset the expenses associated with managing the AAZK BFR Program and allows 100% of the profits to be forwarded to our BFR Conservation Partners. Examples of expenses incurred by AAZK and offset by BFR Event Holder Registration Fees are; Bank Fees, Wire Transfer Fees, Credit/Debit Card Fees, Organized Giving Fees, Online Giving Fees, Tax Preparation and Accounting.

In paying the **2018** $50.00 Sanction Fee, $25.00 (50%) will go directly towards the support of our BFR Conservation partners. The remaining $25.00 will offset administrative fees incurred by AAZK as defined above ***and*** will enter the Event Holder into a drawing to win a Hand-made rhino quilt valued at over $2000.00. The Event Holder may then offer the rhino quilt in an auction or raffle to raise additional funds for their event in the following year. In **2019**, the Sanction fee will revert back to $25.00

***All AAZK BFR Chapter Event Holders are required to pay the Registration Fee to receive Sanction. Failure to pay the Registration Fee will cause the BFR Event not to be sanctioned by AAZK and would be a violation of AAZK Policy. This would place the subordinate AAZK Chapter in violation of AAZK Bylaws therefore may place the Chapter Charter in jeopardy.***

 BFR Event Check for Sanction may be made out to AAZK and mailed to:

AAZK

8476 E. Speedway Blvd

Suite 204

Tucson, AZ 85710-1728

BFR Event Kit

 After paying the BFR Event Registration Fee and being sanctioned by AAZK, the BFR Program Manager(s) will issue a BFR Event Kit for the sanctioned BFR event.

 The BFR Event Kit will include **required** forms to file with AAZK upon completion of your BFR event and **suggested** official templates created by AAZK to meet IRS regulations for reporting that can be customized for your AAZK BFR sanctioned event.

 The AAZK BFR Event Kit contains:

 Bowling for Rhinos Financial Spreadsheet (**required**)

 Bowling for Rhinos Donation Tracking Spreadsheet (**optional**)

 Bowling for Rhinos Donation Receipt Letter

 Bowling for Rhinos Monetary Donation Formal Acknowledgement Letter

 Bowling for Rhinos Donation of Goods and Services Acknowledgement

 Bowling for Rhinos Sponsor Sheet

 Bowling for Rhinos Blank Receipts

 The MS Excel© spreadsheets are “fillable” and dated by year of the BFR event, The MS Word© letters are “fillable” and may be customized for your Event by Chapter logo and address, but the body of the letter contains information required by the IRS. The receipts may be printed for in-fill and distribution and also contain a disclaimer required by the IRS.

 In addition AAZK will continue to maintain online resources on the AAZK Webpage ([www.aazk.org](http://www.aazk.org)) under the Bowling for Rhinos tab. The resources will include logos, promotional videos, press releases, Public Service Announcements (examples), ideas, and other reference material including applicable publications from the IRS on Non-profit event operation. AAZK also has a printed tri-fold brochure which defines the purpose of Bowling for Rhinos to potential sponsors and donors.

 Financial Reporting

 As a Program of AAZK, Bowling for Rhinos requires detailed reporting to the IRS. The primary component of reporting is the Financial Spreadsheet. The IRS requires detail and precise accounting of every sanctioned event

***All AAZK BFR Chapter Event Holders will be required to complete and file a Financial Statement regarding the Income and Expenses of the sanctioned event. Failure to file the Financial Statement will cause future BFR Event requests not to be sanctioned by AAZK until a Financial Statement is filed with AAZK. This would be a violation of AAZK Policy and place the subordinate AAZK Chapter in violation of AAZK Bylaws, and therefore may place the Chapter Charter in jeopardy.***

 The AAZK BFR Financial Statement included in the BFR Event Kit is an MS Excel© Spreadsheet. The form is “fillable” and expandable, with Sum Tables to assist in calculations and slightly more detailed to provide required information to the IRS.

 AAZK requires sanctioned BFR events to track income derived from Bowler (or other event) entry or participation fees, donations of all types, Raffles and/or Auctions, BFR merchandise sales and miscellaneous income and at the same time, detailing expenses of the sanctioned BFR event such as rental fees, postage, production costs, advertising and other miscellaneous expenses.

 While the Financial Spreadsheet is not a forensic accounting document, AAZK is required by the IRS to provide a detailed summary of all income, including any AAZK Chapter underwriting of sanctioned event expenses, and a detail of all expenses associated with the sanctioned event for the IRS. It is critical that the Total Profit figure matches the payment executed to AAZK in the form of a check or money order.

 It has been fairly common in the past for Chapters to underwrite some or all of the expenses associated with a sanctioned event by just increasing the check amount after income and expenses have been totaled – for this AAZK BFR is very appreciative, but in order to be in compliance with IRS regulation the increased amount must be detailed as a donation income by the Chapter on the Financial Statement.

Here are examples of how this can be easily accomplished:

1. If the Chapter intends to underwrite all or some of the actual expenses associated with a sanctioned BFR event then the Chapter would simply add the figure they intend to underwrite for expenses but define that amount as a **monetary** **donation**, adding that donation to any other monetary donations received and listing the total income derived from monetary donations on the Financial Spreadsheet, logging any monetary donation $250.00 or above on the BFR Donation Tracking Spreadsheet.

A practical example:

1. The sanctioned BFR event has $350.00 in expenses but the Chapter wished to cover those expenses and maybe kick some additional funds into the BFR Profit, say $150.00 – the Chapter would simply add $500.00 to the **Monetary Donation** total of the BFR Financial Spreadsheet. If over $250.00, then log the donation on the BFR Donation Tracking Spreadsheet in the name of the Chapter.

 Chapters also cover sanctioned event expenses or simply donate to the sanctioned BFR event by “rounding up” the final total (Profit). For this AAZK BFR is very appreciative, however the “round up” figure must be defined as a **Monetary** **Donation.** The “round-up” figure is added to the total of all other monetary donations and the total of all monetary donations is reported on the BFR Financial Spreadsheet. To repeat, if the “round up” figure is over $250.00 the monetary donation is logged on the BFR Donation Tracking Spreadsheet in the name of the Chapter.

Once final accounting has been completed then the sanctioned BFR event holder will execute a **check or money order to AAZK/BFR** that matches the financial accounting (Profit) on the Financial Statement, include the completed Financial Statement with the payment and **mail** to:

AAZK

8476 E. Speedway Blvd

Suite 204

Tucson, AZ 85710-1728

You may also email a copy of the Financial Statement to:

Ed.Hansen@aazk.org with a copy to Kym.Janke@aazk.org

 The sanctioned BFR event check or money order is in fact a donation to AAZK from the sanctioned event holder (Chapter), who in turn tallies all the sanctioned event totals and donates the funds to our AAZK BFR Conservation Partners per the member-adopted funding matrix. The BFR Event Donation is listed on the Chapter Re-charter Materials under Donation Outflow – Section 5 as Bowling for Rhinos and the assigned Tax ID for AAZK is 23-7274856.

Please do not utilize the AAZK Online Donation feature to forward funds raised from an AAZK sanctioned event. If an AAZK Chapter elects not to hold a sanctioned BFR event but instead simply wishes to make a donation to AAZK BFR then the donation button may be utilized, however a check or money order is preferred to mitigate credit card transaction fees applied to an online transaction.

Donation Tracking

 The tracking of donations of any type is a critical detail for AAZK, a 501 (c)(3) Federal Non-profit entity when filing our annual tax information with the IRS. This section of the Guidelines, while being the most critical, is also the most complicated aspect of hosting a sanctioned BFR event. In an attempt to qualify and simplify the guidelines, the Donation Tracking is broken down by amount of donation, followed by the type of donation and entered on the AAZK Donation Tracking Form for documentation in case of IRS audit of the AAZK Chapter. It is recommended that you forward the Donation Tracking Spreadsheet to AAZK each year so that documentation is housed in AAZK files and important information about your BFR event is not inadvertently deleted, discarded, or lost in the transition of leadership.

 The definition of Donation as defined by the IRS is: That of a gift to a charity or charitable entity in where there is no expectation of any compensation for such gift by the donor other than the ability to take a personal or business tax deduction for the gift.

 It is important when reviewing the guidelines for Donation Tracking that sanctioned BFR event holders do not confuse a donation with a participant (entry) fee where a *portion* of the participant fee may meet the definition of a donation. This is known in IRS terms as a Quid Pro Quo donation and will be explained at the end of the Guidelines.

Monetary Donations

 According to IRS regulations all donations to a 501 (c)((3) non-profit entity and therefore a sanctioned BFR Event are required to be acknowledged and documented (tracked) for the legal record. Evidence of Acknowledgement to the donor and tracking takes on many forms, including:

* Cancelled Check (donor) and Copy of Check (Event Holder)

Note: Multiple checks can be copied on 1 page as long as donor, date and amount are evident

* Credit/Debit Card Transaction Receipt
* Cash Receipt (Available in the BFR Event Kit)
* Thank You by E-mail
* Thank You Letter (Available in BFR Event Kit)

Copies of the above information shall be retained by the sanctioned BFR Event Holder for three (3) years in case of IRS audit. The total of all **Monetary** **Donations** are entered on the Monetary Donation Income line item on the BFR Financial Spreadsheet.

AAZK Online Donations

 AAZK offers donors the opportunity to conveniently donate to AAZK’s BFR Program by use of the Online Donation feature found on AAZK’s website. **This donation feature is not intended for sanctioned event holders to forward funds raised from sanctioned BFR events to AAZK.**

 Sanctioned BFR event holders may offer donors who are in or outside their community to donate to a sanctioned BFR event utilizing the online donation feature. It is up to the sanctioned BFR event holder to remind the donors to select the AAZK BFR Chapter from the drop down menu or enter the Chapter name into the Comment Box.

 **Online Donations are reported separately by AAZK under the AAZK Tax ID # as BFR Donation Income to the IRS.** Online donations are acknowledged by AAZK in return E-mail. Online donations are then CREDITED to the sanctioned BFR event holder as directed by the Donor by the BFR Program Manager.

 **To avoid duplication of Donation Tracking**, the sanctioned BFR event holders SHALL NOT enter online donations into the BFR Donation Tracking Spreadsheet or report those donations on the BFR Financial Spreadsheet.

AAZK Directed Donations

 In the same manner, AAZK occasionally receives donations in the form of a Personal, Business, or Payroll deduction/Employer Giving Program check from a donor. AAZK will report these donations (and as required per IRS regulation for Payroll/Matching Employer Gift Programs) under the AAZK Tax ID # as BFR Donation Income *and* when *(if)* directed by the Donor, CREDIT the donation to the sanctioned BFR event holder annual total by the BFR Program Manager.

**To avoid duplication of Donation Tracking**, the sanctioned BFR event holders SHALL NOT enter donations sent directly to AAZK into the BFR Donation Tracking Spreadsheet or report those donations on the BFR Financial Spreadsheet.

Monetary Donations - $250 and Above

 Both AAZK and the IRS require tracking of all monetary donations received by the sanctioned BFR event holder that are equal to or above $250.00. **ALL** **Monetary Donation** of $250.00 and above are entered into the BFR Donation Tracking Spreadsheet by donor name, amount type (check, cash, credit), and date and then added to the total of all Monetary Donations and entered into the BFR Financial Spreadsheet.

 The IRS requires a 501 (c)(3) Non-profit entity (sanctioned BFR Event Holder) to Formally Acknowledge any **Monetary Donation** over $250.00 when ***requested***by a donor. The Formal Acknowledgment Letter is available as a template in the BFR Event Kit. AAZK believes it is good policy and practice to issue a Thank You in some format for every donation to AAZK Bowling for Rhinos but Formal Acknowledgement is required upon donor ***request*** if the amount is $250 or above.

Donations of Goods or Services

 Donations of Goods or Services take on many forms for a sanctioned BFR Event but most donations of this type are solicited by the sanctioned event holder for Door Prizes, Raffle, Auction or similar.

Examples of Tangible Goods: Artwork, Travel, Book, Appliance, Clothing, etc.

Examples of Services: Tour, Lesson, Car Wash, Cosmetology, Oil Change, etc.

When soliciting donations of tangible **Goods or Services** to be raffled, auctioned, or otherwise given as a prize from a **Business**, the business is normally donating to promote their business *without* expectation of a business tax deduction. It is good practice to ask the donor to qualify the value of the donation by specific figure or set the upper limit of value. Once the donation of tangible Goods or Service is received by the sanctioned BFR event holder, or at the conclusion of the Event, a Thank You letter from the BFR Event Kit is issued to the donating business. The Thank You letter will re-state the value of the Tangible Goods or Services as determined by the Donation or state the value of the Business Donation as the value is either known or easily determined.

**Example #1**: The sanctioned BFR event solicits a donation from a business that provides vehicle services. The business response is a coupon for one free oil change valued up to $19.95. The sanctioned BFR event holder would issue a Thank You letter containing the statement – “Thank you for your donation of one free oil change valued at/up to $19.95”, within the body of the letter. The letter would be signed by a representative of the sanctioned BFR event and returned to the donor. A copy of the Thank You letter is kept on file for three (3) years by the sanctioned BFR event holder, primarily to provide proof of business tax deduction to the IRS *if* a deduction is taken by the business.

**Example #2**: The sanctioned BFR event solicits a donation from a jeweler. The jeweler response is to offer a rhino pendant necklace. The sanctioned BFR event holder would determine the sale price of the rhino pendant necklace and then issue a Thank You letter containing the statement – “Thank you for your donation of a rhino pendant necklace – sale price $ X”, within the body of the letter. The letter would be signed by a representative of the sanctioned BFR event and returned to the donor. A copy of the Thank You letter is kept on file for three (3) years by the sanction BFR event holder as above.

When soliciting donations of tangible **Goods or Services** to be raffled, auctioned, or otherwise given as a prize from a **Personal Contact** the process is very different as donations from a person are normally made to take advantage of personal tax deduction. The value of the Goods and Services must be **declared** by the Donor at the time of donation.

When soliciting donations of tangible Goods or Services from family, friends, colleagues, docents or volunteers, etc, it is best practice to have the **Donation of Goods and Services Acknowledgement Letter** in hand *at the time of donation* so that value can be determined by the donor and receipt of the donation can be acknowledged and both actions are attested to by signature from the donor and representative from the sanctioned BFR event holder. A copy of the Acknowledgement letter is kept on file for three (3) years by the sanction BFR event holder proof of donation if a personal tax deduction is (if) claimed by the donor.

The sanction BFR event holder would then total the **value** of all donated Goods or Services and enter the total figure on the designated Income Line on the BFR Financial Spreadsheet. To complete the accounting process the sanctioned BFR event holder would then list the **same value total** on the Expense Line of the BFR Financial Spreadsheet, declaring to the IRS that all donation of Goods or Services received were auctioned, raffled or awarded as Door Prizes or any similar activity and the income realized from Goods and Services through tickets sales or other is reported elsewhere in the BFR Financial Statement.

Donations - $1,000.00 or Above

AAZK Bylaws prevent subordinate Chapters of AAZK from entering into negotiation of any agreement where the amount in consideration is $1000.00 or greater. The AAZK Bylaws are the governing document for sanctioned BFR event holders and willful violation of an AAZK Bylaw is grounds for a formal Ethics investigation. AAZK Bylaws prevent AAZK Chapters from holding or taking title to real property including vehicles or real estate.

Sanctioned BFR event holders shall communicate with AAZK prior to accepting adonation of any type at, or valued at, $1000.00 or above. The Sanctioned BFR Event Holder may seek approval by contacting the AAZK CEO/CFO at Ed.Hansen@aazk.org

For a **monetary donation** of $1000.00 or above the approval process is simply a formality to ensure the proper reporting on behalf of the sanctioned event holder on the BFR Donation Tracking Spreadsheet and BFR Financial Spreadsheet along with IRS requirements for Formal Acknowledgement when ***requested*** by the donor.

For donations of Goods or Services with a **value** assigned by the donor that is $1000.00 or greater, the approval process is more complicated as it the assumption of AAZK that the donation of Good or Services is intended to be a Door Prize, Raffle Prize or Auction Item.

The approval process is predicated on proper acceptance of the Donation of Goods or Services valued at over $1000.00 and adding the value of the donation to all other donations of Goods or Services and entering the total on the G/S Donation Income line item and then relisting the total of donated Goods and Service items on the Donation Expense line item expense thereby signifying that all donated items of Goods and Services were distributed, awarded or conveyed at the sanctioned BFR event. Approval can be gained by contacting the AAZK CEO/CFO at Ed.Hansen@aazk.org

AAZK will then seek to ensure the regulations regarding conveyance of winnings and IRS regulations regarding Gambling are followed as defined later in these Guidelines.

Donations - $5,000.00 or Above

 A **Monetary Donation** of $5,000 or above, or a donation of **Goods or Services** valued at $5,000 or above is normally required to be directly reported to the IRS on an IRS990 Income Tax Form. On average, only 3-4 AAZK subordinate Chapters file an annual IRS990 Tax Form, so accepting a donation in this amount may automatically require a subordinate AAZK Chapter to file a complicated and expensive IRS Tax Form.

 A donation of Tangible Goods exceeding the value of $5,000 requires an independent appraisal of the item by a certified independent appraiser and third party proof of value.

 As a subordinate of AAZK, the Chapter is required by AAZK Bylaws to receive approval for any donation $1000.00 or greater. The subordinate Chapter may wish to discuss options for donation acceptance with AAZK by contacting the AAZK CEO/CFO at Ed.Hansen@aazk.org.

 Donations of In-kind Services

A donation of Services (Example: Food, Beverage, Bowling Alley or similar) to the sanctioned AAZK BFR event is where the only expectation of the Donor is to be promoted as a contributing sponsor of a sanctioned AAZK BFR event.

Donations of In-kind Services **do not** require documentation on the AAZK BFR Financial Spreadsheet as this type of Service is intended for promotion and not income generation for a sanctioned AAZK BFR Event.

Donations - Quid Pro Quo

A Quid Pro Quo donation is one where the donor makes the donation on the *condition or understanding* that the donor shall receive something of value in return for their donation. This is called a Disclosure Statement.

 A Disclosure Statement regarding a Quid Pro Quo donation is only required by the IRS **when the value of the donation exceeds $75.00**.

Example: if a donor gives a charity $100.00 and receives two (2) tickets to participate in the BFR event, valued at $50.00 total, the donor has made a quid pro quo contribution. In this example, the charitable contribution part of the payment is $50. Even though the deductible part of the payment is not more than $75, a **disclosure statement** (below) shall be provided by the organization to the donor because the donor's payment (quid pro quo contribution) is more than $75. In simple terms – the net value of the Donation is only $50.00. The Disclosure Statement for a Quid Pro Quo donation is normally incorporated into the Donor Acknowledgment Letter. Failure to make the required disclosure (below) may result in a **penalty** to the organization.

**Sample Disclosure Statement**:

The contribution that is deductible for federal income tax purposes is limited to the excess of any money contributed by the donor over the value of goods or services provided by the charity

Auctions

 Auctions are normally known as the Sale of Goods. Rules regarding Auctions (Live or Silent) may vary from State to State so it is a good idea to research the legal requirements in your State or local community.

 The Sale of Goods, through an Auction of any type or the sale of t-shirts or similar in associated with a Sanctioned BFR Event are most likely subject to sales tax with your State or local community. The Federal Tax Identification Number (Tax ID) assigned to the Chapter ***does not*** waive any rights to pay sale tax on purchased goods nor alleviate the responsibility for charging sales tax on any item sold in conjunction with a Sanctioned BFR Event.

 Waivers from Charging Sales Tax *sometimes* exist for Non-profits, one-time events or when sales do not achieve a minimum amount. It is the responsibility of the Sanctioned BFR Event Holder to determine the legal requirements at the State and local level and to follow those regulations. Legal requirements are normally researched and obtained from the Secretary of State office or similar. Sanctioned BFR Event Holders may also be required to obtain permits for sale or sales tax from local (city or county) jurisdictions.

 Auctions held electronically (Internet Auctions) also have special restrictions imposed on the Federal and State level. Legal requirements (permit) are normally researched and obtained from the Secretary of State office or similar. AAZK strongly discourages Internet Auctions organized and administered by the Sanctioned BFR Event Holder but holds no position on items offered for legal sale (bid) on recognized third party sites (Ebay©), provided the Sanctioned BFR Event Holder **has proof of item ownership** and follows all legal requirements on payment of sales tax and shipment. Animal Art items created by animal housed at a Host Facility or other facility are required to have the permission of the facility prior to offer for sale. Items valued at over $1000.00 require permission from AAZK prior to securing the donation and offering of item for sale. Contact the AAZK CEO/CFO at Ed.Hansen@aazk.org.

Gambling

Per IRS regulation “Raffle” Defined: In general, a raffle is considered a form of lottery (gambling). As such, a raffle generally refers to a method for the distribution of prizes among persons who have paid for a chance to win such prizes, usually determined by the numbers, or symbols, on tickets drawn.

Per IRS definition this would encompass the award of Door Prizes, Raffles (or similar).

It is the direct responsibility of the sanctioned BFR event holder to determine the legal requirements or permit required (if any) for holding an raffle, lottery, game of chance, etc., within their State by contacting the appropriate governing authority, normally the Secretary of State or similar.

This would specifically include any and all opportunities to purchase a ticket for a chance to win a prize, purchase a Raffle (or similar) ticket(s). **Internet gaming** is not legal *or* is taxed by the IRS in some states. It is incumbent upon the sanctioned BFR event holder to determine and fulfill the legal requirements within their State by contacting the appropriate governing authority, normally the Secretary of State and to provide a disclaimer for **Internet gaming opportunities** that confines the opportunity to *only* those within the State and disqualifies any other entries. Online (Internet) ticket sales to participate in the sanctioned BFR event are not affected by the IRS regulations regarding online gambling.

Where a donated item **with a value of $600.00 as assigned by the donor or greater** is raffled, auctioned, awarded to a person or persons who have paid for a chance (gambled) to win a specific item or any item, the actual assigned value of the item shall be reported to the IRS. The sanctioned BFR event shall disclose the requirement to complete IRS Form 5474 which discloses the gambling winnings to the IRS and mandates the winner declare the value of the winning on their personal income tax as income derived from gambling.

Per IRS Regulation, a person receiving gambling winnings must furnish the sanctioned BFR Event a statement on IRS Form 5754 made under penalties of perjury stating his or her identity and the identity of any others entitled to the winnings (and their shares of the winnings.) When the person receiving winnings is not the actual winner, or is a member of a group of two or more winners on a single ticket, the recipient must furnish the sanctioned BFR event with the information listed on IRS Form 5754, *Statement by Person(s) Receiving Gambling Winnings*, and the sanctioned BFR event shall file Forms W-2G based on that information. **The sanctioned BFR event shall keep Form 5754 for four (4) years** and make it available for IRS inspection. (See the specific instructions for IRS Form 5754 for more information.)

The sanctioned BFR event shall file Forms W-2G with the IRS by the last day of February of the year after the year of the raffle. Use Form 1096, *Annual Summary and Transmittal of U.S. Information Returns*, to transmit Forms W-2G to the IRS. The sanctioned BFR event shall also issue Forms W-2G to prize recipients by January 31 of the year after the year of the raffle.

AAZK maintains all the required IRS reporting forms. These forms are available upon request to sanctioned BFR event Holders (Chapters) who intend to solicit donation or receive donation of, Goods or Services valued at over $600.00 with the intention of offering those items as Door Prize, Raffle Item or Auction Item

Resources

Resources for sanctioned BFR Event Holders can be accessed by visiting [www.aazk.org/bowling-for-rhinos/bowling-for-rhinos-resources/](file:///C%3A%5CUsers%5Cjoe%5CDownloads%5Cwww.aazk.org%5Cbowling-for-rhinos%5Cbowling-for-rhinos-resources%5C)

For copies of the AAZK Brochure – Bowling for Rhinos, please contact Ed.Hansen@aazk.org

For a List of BFR Conservation Partners who benefit directly from the AAZK Program Bowling for Rhinos and Links to their webpages, please visit [www.aazk.org/BFR](http://www.aazk.org/BFR) - and select the Partner from the drop down menu.

To direct friends, family or other interested parties that wish to donate to AAZK’s Bowling for Rhinos please visit [www.aazk.org/bowling-for-rhinos/bfr-donation/](file:///C%3A%5CUsers%5Cjoe%5CDownloads%5Cwww.aazk.org%5Cbowling-for-rhinos%5Cbfr-donation%5C). Please remind the donor if they wish to direct their donation to your sanctioned BFR Event they can do so by utilizing the pull down menu and selecting the AAZK Chapter name associated with the event.

Questions regarding the financial aspect of the AAZK’s Bowling for Rhinos Program, completing AAZK BFR required reports, IRS Forms or to obtain permission to accept donations of $1.000.00 or above and reporting of a donation in the amount of $5,000 or above, please contact:

Ed Hansen

AAZK CEO/CFO

Ed.Hansen@aazk.org

Questions regarding BFR Event Sanction, BFR Event Management, marketing and promotion, Chapter totals and general resources, please contact:

Azzara Oston

AAZK Conservation Team Board Oversight

Azzara.Oston@aazk.org

Kym Janke

AAZK BFR Vice Manager

[Kym.Janke@aazk.org](file:///C%3A%5CUsers%5Cjoe%5CDropbox%5CAAZK%20Master%5CBFR%5CBFR%20Event%20Kit%202017%5CAAZK%20CEO%20BFR%20Event%20Kit%5CKym.Janke%40aazk.org)