



Food Acquisition and Fundraising Protocol through Second Harvest Heartland

Teams are responsible for acquiring their own supply of food items for completing their Canstruction structure, and will cover the total upfront cost of purchasing food items.

Teams can use the Second Harvest Heartland fundraising platform to raise funds to help offset the food item expenses. This platform will be available on **June 15, 2017**, and we will send you the link via email to register.

All donations made via the online fundraising tool will be considered contributions to Second Harvest Heartland and are tax deductible to the fullest extent of the law. Contributors will be thanked and receive tax substantiation from Second Harvest Heartland.

All money raised by September 30, 2017, can be used for reimbursement. Money raised October 1, 2017, and after will be considered a donation to Second Harvest Heartland.

Teams will be reimbursed up to the amount they raise and all contributions raised beyond the reimbursement will remain with Second Harvest Heartland as a charitable contribution.

- Example A: If a team raises \$500 but spends \$1,000 on food for the structure, the team will only be reimbursed the \$500 they raised.
- Example B: If a team raises \$2,000 but spends \$1,000 on food for the structure, the team will be reimbursed the \$1,000 and the additional \$1,000 will be a contribution to Second Harvest Heartland.

After the competition, teams will submit expense receipts to Second Harvest Heartland for reimbursement. Second Harvest Heartland will reimburse only the cost of food for the structure, not other materials used or other overhead costs (plywood, tape, signage, etc).

Please submit reimbursement receipts to Julie Greene at Second Harvest Heartland no later than Wednesday, October 4, 2017. Team receipts received after this date will not receive reimbursement.

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