Rules & Procedures

Giving Season: August 14 – September 18, 2026
Run Day: Saturday, September 12, 2026

oldbills.org

ABOUT THE COMMUNITY FOUNDATION OF JACKSON HOLE

For 37 years, the Community Foundation of Jackson Hole has leveraged local philanthropy to make nonprofits more effective and our community stronger. The Community Foundation produces Old Bill's Fun Run annually, distributes funds through various discretionary granting programs, hosts professional development workshops, helps donors establish philanthropic funds, and manages over $200 million in assets. Learn more at cfjacksonhole.org.

ABOUT OLD BILL'S FUN RUN

Since 1997, Old Bill's has embodied Jackson Hole's generous spirit, with one out of every three local households participating. The first of its kind in the nation, this collaborative philanthropic initiative inspires thousands of people to donate millions to local nonprofits and has raised over $306 million in 29 years. It began with the selfless philanthropy of Mr. and Mrs. Old Bill, who provided the initial $500,000 Challenge Grant. Every year since, they have invested half-million dollars or more to match the community's donations. Mr. and Mrs. Old Bill are joined by CoChallengers to fund a match pool that has been around $5 million in recent years. Old Bill's has made "philanthropy" a household word in Jackson Hole.

With a single gift to the Community Foundation during the Giving Season, donors contribute to as many nonprofits as they like, knowing these organizations will receive 100% of all gifts designated for them, as well as a partial matching grant from the Community Foundation. Funding from Mr. and Mrs. Old Bill, CoChallengers, and Friends of the Match is used to cover the 5% fee for producing Old Bill's – including administration, event management, marketing, and staff time – so that participation is free for nonprofits. In addition, 20% of the match pool is allocated to discretionary granting programs, including Competitive Grants. Nonprofits working in Teton County can apply annually for additional funding through this program.

Old Bill's Fun Run includes a 5K and 10K run/walk and adaptive race, as well as a highly competitive Diaper Derby. Winners of each race receive prize money to donate to their favorite nonprofits. Please visit oldbills.org for details and updates.

ABOUT THE MATCHING GRANT

The Old Bill's Matching Grant structure was developed to provide partial matching grants that broadly support all participating organizations, as described below.

- Up to $30,000 in gifts designated for specific organizations are eligible for partial matching grants.
- Fiscally sponsored organizations participate under their sponsor's $30,000 cap.
- The match percentage is variable and based upon the ratio of total eligible designated gifts to the total the Community Foundation raises in matching funds.

ELIGIBILITY

An organization must be a 501(c)(3) in good standing, governmental entity, faith-based organization, or be fiscally sponsored by another qualifying organization. Qualifying organizations may participate in Old Bill's with

a Fiscal Sponsorship for two years. Fiscal Sponsorship must be acknowledged in writing by the sponsoring entity. For more information on Fiscal Sponsorship, see our Fiscal Sponsorship Guidelines. At the discretion of the Community Foundation, related organizations may be required to participate as a single organization and/or may only be eligible for one matching grant. An organization must qualify as "local" as determined by the Community Foundation during application review using any one of the following definitions as guidance:

- An organization that predominantly works in or serves Teton County, WY, **OR**
- An official Jackson Hole/Teton County, WY chapter in good standing of a state/regional/national membership organization, with a local advisory board comprised predominantly of Teton County, WY residents, **OR**
- A state organization, with Teton County, WY representation on the board; at least one paid employee whose responsibilities are predominantly comprised of program work in Teton County, WY; and dedicated office space or a remotely based employee in Teton County, WY, **OR**
- A regional/national organization, with a board or local advisory board comprised predominantly of Teton County, WY residents; at least one paid employee whose responsibilities are predominantly comprised of program work in Teton County, WY; and dedicated office space or a remotely based employee in Teton County, WY.

RULES

Due to the complexity and size of Old Bill's, the Community Foundation has developed the following rules to govern participation in the event and reserves the right to verify compliance. Failure to comply may disqualify an organization from participating in Old Bill's, affect future participation, and/or result in forfeiture of matching grants.

- All organizations are required to operate in the spirit of Old Bill's: to function ethically and honestly with mutual respect to promote community harmony.
- Funds raised through Old Bill's:
  - May only be used for non-religious, charitable programming.
  - May only be used to benefit Teton County, WY. Programs must take place in Teton County, WY.
  - May not be used for political activity or lobbying.
- Matching grant funds:
  - May not be endowed.
  - May not be subsequently granted to another participating organization.
  - Must be used within 18 months of receipt of grant checks in accordance with Old Bill's rules and must be returned to the Community Foundation if unused.
- All contributions received through Old Bill's are subject to the Community Foundation's variance power. Its Board of Directors has the power to modify or eliminate any restriction, condition, limitation, or trust imposed with respect to any funds or property the title to which has become vested in this corporation if, in the sole judgment of the Board of Directors, such restriction, condition, limitation or trust becomes unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the community or area served.
- Participation in Old Bill's does not guarantee organizations will receive funds.

DEADLINES & MANDATORY MEETINGS

- **Orientation Meeting:** Tuesday, April 21, 12:00-1:00pm via Zoom – Attendance is mandatory for new organizations and organizations that did not participate in 2025. Attendance is strongly encouraged for anyone new to Old Bill's, even if their organization has participated before. Organizations can register at oldbills.org.
- **Application period:** Friday, May 1 at 9:00am to Tuesday, May 19 at 5:00pm – Application will be available for nonprofits at oldbills.org.

- **Mandatory Booth Meeting:** Tuesday, August 25, 1:00-2:00pm via Zoom – Nonprofits that plan to host informational booths on Run Day must attend this meeting to confirm their booth slot. Details to follow.
- **Awards Party:** Wednesday, October 28, 4:30 – 6:30pm at Center for the Arts. Celebratory reception with drinks and appetizers; remarks at 5:30pm followed by check pickup. Checks for all participating nonprofits must be picked up by a representative.

APPLICATION

The Old Bill's Application will be available for nonprofits at oldbills.org on May 1. **All nonprofits must apply annually, and applications must be submitted by the deadline to participate in Old Bill's.**

- Sample questions and application login information are available at oldbills.org under nonprofit FAQs.
- Nonprofits applying as a political or religious organization will be required to answer additional questions to ensure any funds raised are not used for religious or political programming.
- For application support, please attend an application workshop or contact Maeve Stewart or Cindy Corona.

GRANT REPORT

Returning organizations are required to complete a grant report with their annual application. Grant reports are used to ensure that organizations use their grants in accordance with Old Bill's rules, approved use of funds, and any donor restrictions and designations. They are also used to document the event's impact to donors, the community at large, and the media.

- Returning organizations report on the total amount received on their Old Bill's check which includes designated gifts to its organization, the Community Foundation's matching grant, and any additional awards.
- Organizations are asked to list specific budget categories and any unspent funds.
    - Specific categories may include but is not limited to items such as programs, staff time, salaries, marketing, rent, new staff equipment etc.
- Please refrain from listing "general operating support" as a budget category as our team will need to reach out for more specific detail.

MARKETING

The Community Foundation will conduct a comprehensive, community-wide marketing campaign for Old Bill's. Participating nonprofits are encouraged to create their own marketing and communications campaigns around Old Bill's within the following parameters:

- **Acceptable references in marketing materials:** Old Bill's; Old Bill's 2026; Old Bill's Fun Run; Old Bill's Fun Run 2026; Community Foundation of Jackson Hole; Community Foundation.
- Old Bill's logos may be used by participating organizations in black and white or color from the time organizations are accepted through the end of the Giving Season in accordance with the Old Bill's brand guidelines available at oldbills.org. **Do not alter the logo; preserve original colors and always position it upright.**
- Organizations can list a marketing name in their application for official Old Bill's promotional materials (listed on website, brochure, and on the donation page) that may differ slightly from its legal name. **Organizations cannot list a program of their organization as the main entity they are applying to raise funds for.**
    - If your organization's legal name is "Jackson Hole Rubber Ducky Swim Club, Inc." the marketing name could be "Jackson Hole Rubber Ducky Swim Club".
    - Your organization should not list "Rubber Ducky Regatta Team" or "Rubber Ducklings" or "Flippers & Floaties" as its marketing name as those are programs of the organization.

Organizations listing programs as their marketing name will be asked to amend their application.

- To maintain the integrity of the event and ensure no one organization is highlighted over another, the Community Foundation asks the following:
    - Participating nonprofits do not mail Old Bill's brochures to Teton County addresses. The Community Foundation mails the brochure to the last 3 years of Old Bill's donors in Teton County, WY and ID.
    - During the Giving Season, nonprofits may only conduct targeted solicitations to their existing supporters. Organizations are prohibited from sending mass mailings (including boxholder or postal patron mailings) and may not solicit gifts by purchasing mailing lists. Door-to-door solicitations and cold-call telephone solicitations are strictly prohibited.
    - Nonprofits may not hang Old Bill's banners in public spaces with the exception of official Old Bill's yard signs, posters, and brochures.
    - Official donation forms are available at the Community Foundation's office and oldbills.org throughout the Giving Season. Participating nonprofits may distribute these official donor forms; however, they are not allowed to insert or pre-fill their organization's name within the form.
- In their promotional materials, organizations are requested to include the following verbiage:
    - Donors are encouraged to designate gifts to more than one organization with a single contribution.
    - Old Bill's nonprofits receive 100% of gifts designated for them and partial matching grants from the Community Foundation.
    - Old Bill's donations should be made out to "Community Foundation of Jackson Hole" and must be accompanied by official donation forms specifying which Old Bill's organizations should receive designations and the corresponding amounts.
    - Visit oldbills.org for details and updates on Old Bill's 2026 events.
- **Old Bill's Brochures & Donor Forms:** Brochures are available for pickup by participating nonprofits on a first-come, first-serve basis on the Community Foundation front porch at the beginning of the Giving Season. A digital PDF of the Old Bill's donor form will be available for download from oldbills.org at the beginning of the Giving Season.

GIFTS

- Gifts are accepted during Old Bill's Giving Season: 9:00am, August 14 to 5:00pm, September 18, 2026. Contributions received after September 18 will be returned.
- Organizations are responsible for soliciting donations on their own behalf.
- A 2.4% processing fee will be charged for credit card donations.
- Contributions must be 100% tax deductible (no goods or services exchanged).
- Organizations should not collect contributions to be pooled and delivered or mailed to the Community Foundation. Donors should mail or deliver their contributions, accompanied by official donation forms, directly to the Community Foundation.
- Organizations may only solicit donations from CoChallengers if they are preexisting supporters.
- Organizations should not provide tax receipts for contributions made through Old Bill's. Donations are made to the Community Foundation of Jackson Hole, and the Community Foundation provides all tax receipts. Organizations are encouraged to acknowledge contributions as appropriate.
- **Eligible** contributions include:
    - Checks (payable to "Community Foundation of Jackson Hole" and accompanied by official donation forms)
    - Credit card gifts made online at oldbills.org. A 2.4% processing fee will be charged for credit card donations.
    - Donor advised fund and corporate matching grants received by September 18

    - Gifts of stock (please direct donors to contact the Community Foundation to donate securities)
- **Ineligible** contributions include gifts in exchange for goods or services, including, but not limited to:
    - Event Proceeds – including funds raised by a participating organization through raffles, drawing, auctions, or other events
    - Fees – including admission, registration, tickets, or any type of non-tax-deductible payment
    - Membership dues
    - Tuition
    - Pledge payments (gifts cannot be made to fulfill legally binding pledge agreements)

GIFT REPORTS

- The Community Foundation provides gift information to organizations through the Old Bill's Contribution Activity Portal, where users can download gift reports. Gift reports include donor names, addresses, gift amounts and restrictions, if any, that donors provide.
- Gift reports can be accessed online for free as often as needed, 24 hours a day.
- The Community Foundation only provides password information and assistance to an organization's designated financial contact. The financial contact is responsible for distributing the password as appropriate.
- Instructions for accessing the Old Bill's Contribution Activity Portal are available on oldbills.org under nonprofit FAQs.
- Gift reports are available only via the Old Bill's Contribution Activity Portal. The Community Foundation does not print, email, or provide verbal reports.
- Gifts are processed in batches as they arrive in the Community Foundation's office and through oldbills.org. Gift information is only available after entry, review, and approval is complete. New gifts may not appear in the Old Bill's Contribution Activity Portal in chronological order.
- Gift entry and adjustments may continue through October 28, 2026.

OLD BILL'S QUESTIONS

Maeve Stewart, Special Events Officer, is the primary point of contact for the Old Bill's program. As needed, feel free to contact Community Foundation Staff with specific questions:

- Cash, check, credit card, and stock gifts, Old Bill's Contribution Activity Portal, gift reporting: DonorServices@cfjacksonhole.org
- Old Bill's application: Cindy Corona & Maeve Stewart
- Eligibility, program requirements, events and related logistics: Maeve Stewart
- Marketing: Anne Bradley

To ensure receipt of important Old Bill's communications, all of which are sent via email, please identify the domain cfjacksonhole.org as a **"safe sender"** in your email provider.

The Community Foundation's website (cfjacksonhole.org and/or oldbills.org) has comprehensive information for donors and nonprofits. Organizations can access updated information about Old Bill's, including upcoming deadlines, logos, donor forms, and these Rules & Procedures.