

## THIRD PARTY FUNDRAISING EVENT PROCEDURES AND GUIDELINES

### LIABILITY

- The event organizer must obtain any necessary permits, licenses, or insurance.
- Liability event insurance is the responsibility of the event organizer.
- NW Sarcoma Foundation is not responsible for any damage, accidents to persons or property at the 3<sup>rd</sup>-party event.
- NW Sarcoma Foundation has the right at any time and for any reason to request that the 3<sup>rd</sup>-party organizer cease use of the name and affiliated names, in connection with the event and the organizer shall use its best efforts to comply with such request.
- The sponsoring organization or individual must apply to repeat an event each year.
- All events require completion and approval of the 3<sup>rd</sup>- party Application Form a minimum of 8 weeks in advance, download application form.

### PROMOTION AND LOGO

- NW Sarcoma Foundation does not purchase media for third-party events nor guarantee media coverage.
- Logo use rules: The NW Sarcoma Foundation does not share logos for use in materials produced by third-party partners, unless approved prior to print/publication.
- The NW Sarcoma Foundation's name can be used in reference to an approved third-party event, i.e.: "Dream Big Dinner in support of NW Sarcoma Foundation Research Grants". You must receive approval of context, i.e.: location, wording, how long it will be visible to the public, etc., prior to any release of information and may not be used on an ongoing basis thereafter unless given written permission.
- All publicity (including media releases, print/promotional materials, etc.) for the proposed event must be approved by NW Sarcoma Foundation prior to being printed and/or released.

### FINANCIALS

#### Expenses

As the event organizer, you are responsible for finding sources to fund the event. Expenses accrued through 3<sup>rd</sup> party events are the responsibility of the organizer.

NW Sarcoma Foundation cannot serve as the fiscal agent for the event. NW Sarcoma Foundation cannot pay expenses for a 3<sup>rd</sup>- party event.

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### Expenses (Con't)

Generally, expenses should not exceed 25% of your total revenue. A proposed financial statement is to be submitted with an application and a final financial statement must accompany the event recap within (30) days of the event's conclusion. If expenses happen to exceed revenue, NW Sarcoma Foundation is not responsible for these costs.

### Banking

Event planner(s) processes event revenue and submits net revenue to NW Sarcoma Foundation, either by check(s), cash, or online donation.

### Contributions

It is very important that you understand the rules about tax receipts before you plan your event. It is your responsibility to communicate decisions surrounding tax receipting to the participants of the event.

Tax Receipting Rules: NW Sarcoma Foundation must adhere to all IRS, Alaska, Idaho, Montana, Oregon and/or Washington State rules and regulations to retain our charitable status. We reserve the right to audit the records pertaining to any event to ensure compliance with the IRS. NW Sarcoma Foundation will only issue tax receipts for the amount of the actual donations made directly to and received by the NW Sarcoma Foundation. Tax receipts cannot be issued for funds used to cover the cost of the event or other administrative expenses incurred by the organizer. NW Sarcoma Foundation is permitted to issue tax receipts to individuals that donate without receiving a tangible item or benefit in return. Benefits may include entry fees, ticket sales, dinner, alcohol, chance to bid on an auction item, entertainment, parking, and other tangible items.

### Event taxes

The event is responsible for paying all applicable federal, state, and/or local taxes incurred during the planning and execution of the event. Since the NW Sarcoma Foundation is not hosting the event directly, you will not be able to use the tax identification number for tax exempt purposes incurred by event expenses.

### Donor intent

For the NW Sarcoma Foundation to accept donations from your event, all communications for your event should clearly indicate how net proceeds will be distributed—that is, the purpose for which the funds are being raised.

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### Solicitations for support

NW Sarcoma Foundation will not provide a list of volunteers, donors, or underwriters (sponsors). Remember many individuals and businesses already support NW Sarcoma Foundation and may choose not to support your event.

### THIRD-PARTY RESPONSIBILITIES

NW Sarcoma Foundation is unable to provide support for all fundraising activities. We do appreciate your gift of advocacy and talent to expand our fundraising efforts. We **cannot** provide the following:

- Staff support and event production.
- Secure venue, catering, or other services on your behalf (your group must be the contract signatory).
- Guarantee on-site staff or volunteer support at your event.
- Provide prizes, auction items, awards, etc.
- Applications for licenses, i.e.: bingo, raffles, liquor, banquets, etc.
- Share patient, donor, staff/employee, vendor lists.
- Provide insurance coverage.
- Provide funding or reimbursement for expenses.
- Provide tax receipts for cash or in-kind goods that were not directly received by NW Sarcoma Foundation, please refer to the information on tax receipting.
- Solicit event underwriting revenue for your fundraising activities.
- Solicit celebrities or professional athletes for your event.
- Provide publicity: newspaper, radio, TV coverage, etc.
- Provide organization letterhead, place event fliers, posters or distribute other promotional material or guarantee attendance patients to the event.