



Alliance to Cure Cavernous Malformation Third-Party Fundraising Event Guidelines

All of us at Alliance to Cure Cavernous Malformation are extremely grateful to the many people and organizations who generously host events and activities to further our mission. We know events are hard work, and for many of you, they are true labors of love. We appreciate your passion, time, and efforts on behalf of the Alliance To Cure Cavernous Malformation community and hope your event is a great success!

Please carefully review the following guidelines, which have been designed to protect you, your fundraising group, and Alliance to Cure Cavernous Malformation.

What is a third-party event?

A third-party event is a fundraising initiative organized, staged, and funded by a community group, club, business, or individual(s) who wishes to raise money on behalf of Alliance to Cure Cavernous Malformation.

How can we help?

- You are welcome to connect with our Community Development Director, Lindsay Ramirez at lindsay@alliancetocure.org to discuss any questions or ideas you might have about your event.
- With help from The Alliance, you can create a customized crowd-funding page to promote your event, accept donations, and encourage others in your network to join in support of your cause.
- We will promote and acknowledge your event with appropriate recognition on our website and social media platforms.
- We will provide any requested educational materials, brochures, and/or updates from our organization.
- Acknowledge gifts and provide tax receipts for contributions made payable and submitted to Alliance to Cure Cavernous Malformation.

What are the guidelines for hosting a third-party event?

We ask that all potential third-party fundraisers submit the Third-Party Fundraising Event Form to Alliance to Cure Cavernous Malformation at least 60 days before the scheduled event. Our intent is not to hold up your planning in any way, but to confirm compliance with all relevant local, state, and federal regulations and ensure alignment with Alliance to Cure Cavernous Malformation's mission. We commit to responding to your application within ten business days and request that you obtain our approval before you advertise or hold your event. Here are our guidelines:

1. Alliance to Cure Cavernous Malformation must approve (before distribution) all promotional materials pertaining to the fundraiser that use its name or logo.
2. Third-party events may not be represented as being sponsored by the Alliance to Cure Cavernous Malformation, but rather should reflect the Alliance to Cure Cavernous Malformation as a beneficiary of the fundraiser. Additionally, marketing materials must also state the exact donation structure - for

ALLIANCE TO CURE 
CAVERNOUS MALFORMATION

example, \$10 from every ticket sold will benefit the Alliance to Cure Cavernous Malformation.

3. The Alliance to Cure Cavernous Malformation is not financially liable for any costs, expenses or losses incurred in the organization or staging of a third-party fundraising event.
4. The Alliance to Cure Cavernous Malformation's sales tax-exemption (on purchases) cannot be extended to any third-party event or fundraising effort.
5. Event organizers are responsible for maintaining accurate accounting for the event, handling all monies for the event and must present the proceeds to the Alliance to Cure Cavernous Malformation within 30 days of the event's completion.
6. Only gifts made payable directly to the Alliance to Cure Cavernous Malformation may receive a tax deductible receipt in accordance with IRS and State Tax Regulations.
7. Please complete the form below and email to lindsay@alliancetocure.org

If your application is approved, we will provide you with a formal letter of agreement within 10 working days of submission. Please note that:

- Due to privacy regulations, the Alliance to Cure Cavernous Malformation cannot release donor or volunteer mailing lists for the purpose of solicitation of funds by third-party fundraising groups.
- All donor information from your event will be kept confidential as the Alliance to Cure Cavernous Malformation will not share, trade or sell any donor information.
- Third-party event donors and participants will have the opportunity to opt out of receiving mailings or solicitations from the Alliance to Cure Cavernous Malformation.

Again, thank you for considering the Alliance To Cure Cavernous Malformation as a beneficiary for your upcoming event. Good luck and please don't hesitate to let us know if there is anything you need to help make your event a success.



The Alliance to Cure Cavernous Malformation
Third-party Fundraising Event Application Form

Thank you for your interest in hosting a fundraising event or activity to benefit the Alliance to Cure Cavernous Malformation. Please complete this form and submit to Lindsay Ramirez at lindsay@alliancetocure.org. You can expect a response within 10 days of the Foundation's receipt of your application.

Name of Organizing Group:

Category (school, company, individual, community, other):

Name of Primary Contact:

Email

Address

Phone

Name of Event:

Type of Event:

Date and Time of Event:

Venue for Event:

Address

Website

Total Anticipated Revenue:

Anticipated Amount & Sources of Revenue:

Sale of Tickets or Goods:

Silent or Live Auction:

Raffle:

Sponsorship:

Registration Fee:

Other:

Total Anticipated Expenses:

Estimated In-kind Contributions:

Amount & Categories of Expense:

Venue Rental:

Food & Drink:

Insurance & Permits:

Advertising & Marketing:

A/V & Technology:

Entertainment:

Swag:

Other:

Conditions:

- I agree to forward all funds raised by myself and/or the organizing committee no more than 30 days after the event's conclusion.
- I agree to keep a record of and submit a full accounting of event revenue and expenses within 30 days of the event's conclusion.
- I agree that all communications featuring the name and logo of the Alliance to Cure Cavernous Malformation must be submitted for approval prior to distribution.
- I agree that my fundraising activities will comply with all applicable local, state and federal laws.

Signature:

Date:

Thank you! Please send this completed form to Lindsay Ramirez, Community Development Director, Alliance to Cure Cavernous Malformation lindsay@alliancetocure.org