



For Event Organizer: Third Party Event Guidelines

The guidelines below are intended for organizations and individuals which voluntarily offer a donation to the Lupus Foundation of America (LFA) from the proceeds of a fund-raising event. These events are operated outside the governance and supervision of the LFA.

The guidelines are not intended to be restrictive of event sponsors, but rather to protect and ensure the interests of all parties.

- The Lupus Foundation of America (“LFA”) defines a “Third Party Event” as any fund-raising activity by a group or individual not affiliated with LFA where LFA has no fiduciary responsibilities and little or no staff involvement.
- A Third Party Event Information Application (attached) must be submitted for the LFA to determine if the event or campaign is within LFA’s guidelines. A formal proposal is not required; specific answers to the questions on the application will facilitate the fastest possible response/approval from the LFA. Please do not take action until you receive approval.
- The LFA does not associate with businesses or individuals known to conduct themselves in a manner incompatible with our mission.
- The LFA will not incur third party expenses or provide any funds for third party events or campaigns.
- The event needs to be promoted and conducted in a manner to avoid the statement or appearance of LFA endorsing any product, firm, organization, individual or services.
- The Organizer must inform us in advance about any businesses or individuals to be contacted for solicitation to avoid duplication with our efforts; do not solicit before you receive our permission.
- The LFA reserves the right to decline any underwriting and/or sponsorship when we believe that such association may have a negative effect on our credibility.
- The Organizer must state the terms of the donation we can expect (for example, \$5.00 for every (item) sold, \$3.00 for every ticket sold, one-time donation of \$1,000, all sales, all monies collected). This information must be made specific in all event/campaign promotions – print, broadcast, web, and social networking sites.
- The Organizer must also provide to the LFA a written schedule of when donations will be sent to the LFA, and the date by which the LFA will receive all donations (no later than 30 days after the event).
- The LFA reserves the right to participate in similar promotions and other “Third Party Events.”
- A LFA staff member may meet with you and other organizers of the event. In general, we prefer to leave all logistics to you, as it is your event and the LFA is simply the grateful beneficiary of the proceeds.

- Depending on the audience for the event and the number of participants, the LFA may be able to provide educational literature, informational brochures, and limited quantities of small favors (such as wristbands or lapel pins) for giveaways at your event.
- The LFA cannot guarantee the presence of volunteers or staff at the event.
- Any promotion of the event/campaign which includes the LFA name and/or logo must be approved by LFA staff in writing prior to printing or release. Once you have signed a Letter of Agreement, please send any draft materials that include the LFA name to Victoria Hornikel via fax 440-717-0186 or to Victoria@lupusgreaterohio.org for review prior to use or publication.
- The registered LFA logo may not be copied or reproduced in any form without the prior written consent of LFA staff.
- Once a Letter of Agreement is signed by you and the LFA, event advertising, promotion and associated materials may state that the proceeds of the event will benefit the Lupus Foundation of America but should not imply or state that the LFA is the host. The Sponsor of the event should be clearly identified: The Elks Club, The Smith Family, is hosting X event, "with proceeds benefiting the Lupus Foundation of America."
- Collection of fees, entries, payments and all contributions must be made by the Organizer or designated contact. If you collect checks payable to the Lupus Foundation of America, please send the unendorsed checks along with the proceeds of the event.
- Please do not send cash to the LFA. If cash is collected, please purchase a money order or bank check made payable to the Lupus Foundation of America, Greater Ohio Chapter (LFAGOC).
- Please do not suggest that event fees by participants qualify as charitable tax deductible contributions; they are not, because attendees/buyers receive something in return.
- Only contributions made payable to the LFA by individuals and organizations will be acknowledged by the LFA directly to the contributor.
- The Organizer assumes all risk for the event's expenses and liabilities, including obtaining insurance coverage, if necessary.
- The LFA is not financially or otherwise liable for the promotion and/or staging of a "Third Party Event."
- All "Third Party Events" should be accessible to people with disabilities.
- The LFA reserves the right to review event financial statements at any time.

Thank you for your interest in raising funds to support the LFA's programs in research, advocacy, and services to lupus patients. Please direct your signed form and any questions to Victoria Hornikel via fax 440-717-0186 or to Victoria@lupusgreaterohio.org

Read and Accepted By: Name _____
 Title _____
 Organization _____
 Date _____

*The Lupus Foundation of America is a 501c3 non-profit organization/Tax ID #34-1229407.
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