



## CTBTA Third-Party Fundraiser Required Guidelines and Application

Donations to the Connecticut Brain Tumor Alliance, Inc. (“CTBTA”) are extremely important, and your interest in supporting our mission is greatly appreciated. As a 501(c)(3) nonprofit charity, the CTBTA is accountable to the public and Internal Revenue Service, so to this end, the following guidelines have been developed to serve as standards for those who organize special events, benefits, or promotions on behalf of the CTBTA.

The CTBTA defines a “Third Party Event” as any fundraising activity by an unaffiliated group or individual, or by any affiliated person who is not a CTBTA Board Member or staff member, where the CTBTA has no fiduciary responsibilities and little or no staff involvement. These events include, but are not limited to, motorcycle rides, business and organizational events, receptions, dinners, parties, walks/runs, arts or entertainment events, and auctions.

### **Marketing and Promotion**

1. Third-Party Events may not be represented as sponsored by the CTBTA.
2. Promotions for Third-Party Events should reflect the CTBTA as the beneficiary and not as conducting the event. All print materials must reflect the same. Additionally, all promotional materials must be reviewed and approved by the CTBTA prior to use.
3. CTBTA’s name or logos may not be used in any way without written permission from CTBTA.
4. The fundraiser is not permitted to use CTBTA letterhead to solicit donations and/or auction/raffle prizes for Third-Party Event.”

### **Event Income**

1. The fundraiser is responsible for maintaining accurate records, including documenting each donation and expense for the Third-Party Event.
2. If a fundraiser manages a Third-Party Event to benefit the CTBTA and provides a single net-check from event proceeds, CTBTA is not able to acknowledge and provide a tax receipt for individual contributions. In this case, a single tax-letter acknowledgement will be sent to the Third-Party Event fundraiser.
3. If a fundraiser manages a Third-Party Event to benefit the CTBTA and provides individual checks made out to CTBTA, then CTBTA will provide receipts to those donors whose contributions exceed \$250 or more, as required by the IRS. Individual acknowledgments and receipts will not be provided for gifts under \$250.
4. If the Third-Party Event offers goods or services through silent auction, or other means in which benefit is received, the fundraiser will provide a good faith estimate of the fair

market value of the goods or services received.

5. If expenses will be deducted from the Third-Party Event prior to sending in net proceeds to the CTBTA, do not imply or state to donors that any funds given are “tax-deductible,” and do not use the word “donation” as it implies that they are fully tax deductible.
6. Third-Party Event revenues and expenses are not to flow through the CTBTA. Only the final net proceeds from the event are to be processed by the CTBTA.
7. The CTBTA will not reimburse for any expenses or any purchases of goods for the Third-Party Event.

### **Liabilities and Insurance**

1. The Third-Party Event is responsible for obtaining insurance coverage.
2. The CTBTA is not responsible for providing liability insurance for the Third-Party Event. Event organizers shall indemnify and hold harmless the CTBTA from liabilities, losses, and expenses arising from the event or promotion, and shall provide proof of insurance to the CTBTA.
3. The Third-Party Fundraiser must comply with all local and state laws (including any town ordinances) and purchase any necessary permits and licenses.

### **Tax Guidelines**

1. Event expenses are expected to be kept to a minimum.
2. The sponsor of the Third-Party Event is responsible for complying with all IRS rules and regulations. Federal tax law prohibits Third-Party Events from using CTBTA’s sales tax exemption number or federal employer identification number when purchasing goods or services.

### **Logo/Photos/Website**

1. The CTBTA logo may not be used without written approval from the CTBTA.
2. The sponsor of the Third-Party Event shall not reproduce images from the CTBTA website without written approval from the CTBTA.



**CTBTA Third-Party Fundraiser Application**

**Contact Information**

Primary Contact/Event Coordinator: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Event Information**

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event time: \_\_\_\_\_

Location: \_\_\_\_\_

Event Address: \_\_\_\_\_

Event Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the event taken place before? Yes No If yes, when? \_\_\_\_\_

This event is: \_\_\_ open to the public \_\_\_ by invitation only

**Financial Information**

Admission Fee: \_\_\_\_\_ Estimated Income: \_\_\_\_\_ Estimated Expenses: \_\_\_\_\_

**Expenses:** How will funds be paid?  From proceeds  By the event organizer

**Sponsor Information**

Are you seeking sponsorships from this event? If so, from whom?

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I/we have read the CTBTA Third Party Fundraising Guidelines and Application in full; I/we agree to adhere to those guidelines in planning and executing our event/activity. I/we understand that the guidelines are not comprehensive and that all decisions for the event/activity, including safety precautions, remain the responsibility of the event/activity fundraiser. The CTBTA does not accept or assume liability associated with the event/activity.

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**Signature**

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**Date**

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**Name of Company or Organization**