

THIRD PARTY EVENT GUIDELINES



Thank you very much for your interest in making the Mesothelioma Applied Research Foundation (Meso Foundation) the beneficiary of your fundraising efforts. We are so fortunate that you have chosen to use your time, energy and effort to help raise funds to support our mission.

To help make your fundraising event successful and enjoyable, and make best use of our staff resources, please read the event guidelines below, and then complete the Third Party Event Fundraiser Agreement. The completed agreement should be returned to eruble@curemeso.org. Individuals and organizations seeking to enter into a third party fundraising agreement with the Meso Foundation hereafter will be referred to as the Third Party Fundraiser.

GUIDELINES FOR APPROVED FUNDRAISERS

- All Approved Third Party Fundraisers must sign and return a Third Party Event Fundraiser Agreement.
- Third party events should be approved by the Meso Foundation prior to beginning planning.
- The Third Party Fundraiser agrees to obey all federal, state and local laws and regulations in promoting and conducting their event.
- The third party fundraisers are responsible for the planning and execution of the event, including all set-up, promotion, staffing and/or volunteers, and liability.
- The Meso Foundation will not be responsible for expenses incurred by the Third Party Fundraiser.
- The nonprofit, tax-exempt status of the Meso Foundation may not be used by the host organization to purchase items and materials.
- Due to our confidentiality guidelines, we are unable to share our donor lists.
- The Third Party Fundraiser hereby grants the Meso Foundation the right to photograph and/or videotape the event for future use on www.curemeso.org, Facebook, and other social media tools.
- Approved third party fundraising events must be referred to as "benefitting the Mesothelioma Applied Research Foundation." They may not be represented as "sponsored by," "conducted on behalf," or any similar terminology.
- If the event is changed or canceled, the organizer will notify the Meso Foundation immediately.
- Event organizers agree to indemnify and hold harmless the Meso Foundation and its officers, directors, agents, successors, heirs and assigns against any liability, damage, loss or expense incurred in connection with the event.
- The Meso Foundation reserves the right to decline association with any person or organization when it believes that such association may have a negative effect on the image of the Foundation.
- The Meso Foundation may end its agreement with an approved fundraiser at its discretion.

LOGO USAGE GUIDELINES

- All third party events must be promoted and conducted in a manner to avoid statement or appearance of the Meso Foundation endorsing any product, firm, organization, or service.
- The official logo of the Meso Foundation cannot be reproduced without written permission. In addition, the Meso Foundation's logo must be used appropriately in conjunction with the event and must not be altered in any way.
- Any promotional materials must clearly state that your event is raising funds that will benefit the Meso Foundation. If a specific percentage of event proceeds are coming to the Foundation, this must be stated in your materials.

LOGO USAGE GUIDELINES (CONT.)

- The Meso Foundation may promote the event, when appropriate, in the following:
 - Meso Foundation's website, with a link to the event/organization website
 - Meso Foundation's social media pages

FINANCIAL AND TAX GUIDELINES

- No bank accounts or holding accounts may be established under the Meso Foundation's name.
- If splitting event proceeds with other organization(s), this must be indicated at the time of signing the Event Agreement and clearly stated in event materials. Beneficiaries may not be altered once donations have been collected.
- Because your activity is being promoted as a benefit for the Meso Foundation, no fees, commissions or salaries may be retained from event proceeds by your organization or its members. Event organizer(s) shall not benefit in some way other than goodwill or retain any portion of event-related proceeds as personal profit or compensation for personal services.
- Any checks made payable to the Meso Foundation must be forwarded to the Foundation for processing and deposit. Checks must represent an outright donation and cannot include any exchange of products or services. Such donations are tax-deductible and will be receipted by the Meso Foundation.
- Any event proceeds *not* made out to the Meso Foundation (ie cash, or checks made out to your event name) are not tax deductible. The Meso Foundation can only provide receipts for payments made out and delivered directly to the Foundation.
- The Meso Foundation must receive all net proceeds within thirty (30) working days of the conclusion of the event and/or promotion. Please send all proceeds made payable to the Mesothelioma Applied Research Foundation at the following address:
Mesothelioma Applied Research Foundation
1317 King Street
Alexandria, VA 22314

**Please note that Third Party Fundraisers will only be granted a tax receipt for his/her own personal contribution, and not for other donations made through this event.*

THE MESO FOUNDATION CAN PROVIDE

- Event ideas and success stories from other community fundraisers
- Promotion of your event on the foundation's event calendar and website
- Personalized logo for your event
- Sponsorship solicitation template
- Third party event letter
- Foundation publications, time and space permitting
- E-mail to people in your region promoting your event
- Promotion items fitting for your event
- Donor acknowledgment letters for those donors who contribute directly to the Foundation by check, credit card, or the online portal.
- A foundation representative to attend your event and provide a thank you speech, pending availability

Do you have additional questions? If yes, please submit them via e-mail to eruble@curemeso.org or via phone at 703-879-3826.