

# MESOTHELIOMA APPLIED RESEARCH FOUNDATION THIRD PARTY EVENT FREQUENTLY ASKED QUESTIONS

## **DO I HAVE TO REGISTER MY FUNDRAISER WITH THE MESOTHELIOMA APPLIED RESEARCH FOUNDATION?**

Yes, please fill out and submit an Event Registration Form at [www.curemeso.org](http://www.curemeso.org). You will also need to sign our Event Agreement.

## **WILL MESO FOUNDATION STAFF BE ABLE TO HELP ME ORGANIZE MY EVENT?**

Our Development Assistant, Erica Ruble, can be available to provide coaching, advice and answer questions. Meso Foundation staff, however, cannot be responsible for executing actual tasks involved in planning or hosting your event.

## **CAN THE MESO FOUNDATION SPONSOR MY EVENT OR REIMBURSE ME FOR THE COST OF HOSTING MY EVENT?**

No. The Meso Foundation cannot sponsor, solicit sponsorship, or reimburse expenses for your fundraising event. Since it is the responsibility of the event planner to incur the cost of executing an event, we suggest you determine what you are comfortable spending and carefully track all expenses in a budget so that you are aware of all event expenses. Approved fundraisers are not permitted to keep more than 25% of the funds raised to offset expenses.

## **CAN I USE THE MESO FOUNDATION'S TAX-EXEMPT STATUS WHEN PURCHASING MATERIALS?**

No. The event organizers may not use the Mesothelioma Applied Research Foundation's tax exemption status in conjunction with the event.

## **WILL A MESO FOUNDATION REPRESENTATIVE ATTEND MY EVENT?**

We can occasionally provide a staff member or knowledgeable volunteer to attend your event. If you would like a representative to attend, please contact the Foundation to inquire availability.

## **CAN THE MESO FOUNDATION PROVIDE MATERIALS SUCH AS BROCHURES AND DONATION FORMS FOR MY EVENT?**

Yes. With advance notice, staff can provide these and other promotional materials if they are available.

## **HOW WILL THE FUNDS RAISED BE USED?**

A gift made through your fundraising efforts represents an unrestricted gift to the entire Meso Foundation and its programs, unless otherwise specified. To help the most patients and their families, we use your gift for research, education, support and advocacy.

## **I WOULD LIKE TO INVITE SUPPORTERS TO MY EVENT. CAN THE MESO FOUNDATION PROVIDE ME WITH A LIST OF CURRENT ORGANIZATION FUNDERS?**

To protect our donors' confidentiality, the Meso Foundation does not share our donor list. We can send an e-mail from our development coordinator to members of our database who are in the region where the event will take place. Please contact the Meso Foundation employee you are working with to get more information.

### **CAN I USE THE MESO FOUNDATION LOGO IN ANY PROMOTIONS FOR MY EVENT?**

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. Your event materials should clarify that you/your organization are sponsoring the event, and that the proceeds will benefit the Mesothelioma Applied Research Foundation.

### **ARE DONATIONS TO MY EVENT TAX DEDUCTIBLE?**

Donations **made directly to the Mesothelioma Applied Research Foundation** via a) your fundraising page, b) a Meso Foundation credit card form, or c) a check made out to the Foundation are tax-deductible to the full extent of the law. The Mesothelioma Applied Research Foundation is a 501(c)3 nonprofit organization. **Registration fees and/or donations made out to third-party event organizers or the name of the event are not tax deductible.**

### **IF SOMEONE WANTS TO DONATE MONEY, BUT NOT PARTICIPATE IN THE EVENT, SHOULD I COLLECT THE MONEY?**

It is fine for you to collect any donation prior to the event and forward it to the Meso Foundation with the remainder of the money you collect. Be sure to include a memo that the check is to be credited towards your event. The check must adhere to the guidelines listed above to be tax deductible.

### **CAN I USE THE MESO FOUNDATION'S TAX-EXEMPT STATUS WHEN PURCHASING MATERIALS?**

No. The event organizers may not use the Mesothelioma Applied Research Foundation's tax exemption status in conjunction with the event.

### **WHAT SHOULD A DONOR DO IF THEY WANT TO DONATE AFTER THE EVENT?**

If the event is over and you have already submitted funds to the Meso Foundation, donors can send their check to the Meso Foundation's main office or make a donation via our website at [www.curemeso.org](http://www.curemeso.org). Your donor can also give a gift by credit card by calling our number Monday through Friday, 9:00 AM to 5:00 PM ET. When submitting either by check or by credit card, the donor should provide the event name. We will be happy to process their donation.

### **HOW SHOULD PARTICIPANTS MAKE OUT THEIR CHECKS?**

If there is a registration or entry fee for your event, checks from participants in your event must be made out to you or your organization. Once your bills have been paid and net earnings have been determined, one check from your group may be made payable to the Mesothelioma Applied Research Foundation. Registration fees are not tax-deductible. If there is no registration or entry fee, then donations may be made out to the Mesothelioma Applied Research Foundation and forwarded directly to the Foundation for processing.

### **IF I COLLECT CHECKS OR CASH, WHO SHOULD I SEND IT TO?**

You should send checks to the Meso Foundation's main office at the address below. Bundle donations together and include a note that the donations are to be credited towards your event.

*Mesothelioma Applied Research Foundation  
1317 King Street  
Alexandria, VA 22314*

**CAN PEOPLE ATTENDING THE EVENT USE CREDIT CARDS?**

Yes, to submit tax deductible donations only (no registration or entry fees). If you would like a Meso Foundation credit card donation form, please contact the Meso Foundation. Additionally, if your event has access to wifi, you could bring a computer and access your donation page or the Meso Foundation website to process donations online.

**CAN I PROVIDE RECEIPTS OR AN ACKNOWLEDGMENT LETTER FROM THE MESO FOUNDATION**

Only those donations made online or sent directly to the Mesothelioma Applied Research Foundation will be receipted/acknowledged individually. IRS regulations do not allow receipts to be generated by anyone but Meso Foundation staff. If you would like a letter acknowledging your intent to raise money for the Mesothelioma Applied Research Foundation, we can provide one acknowledgment for the event coordinator.

**CAN I KEEP THE CASH COLLECTED AND FORWARD A CHECK FROM MY OWN CHECKING ACCOUNT?**

Yes, but this donation and the donors it represents will not be tax deductible or receive acknowledgement letters. Donations must be made directly to the Foundation to be tax deductible and receive an acknowledgement.

**HOW SOON AFTER THE EVENT MUST I SUBMIT THE OFFLINE FUNDS THAT HAVE BEEN RAISED?**

Within 30 days of the event, send the check(s) to the Mesothelioma Applied Research Foundation at 1317 King Street, Alexandria, VA 22314.

**CAN I CONDUCT A FUNDRAISING EVENT IF I AM UNDER THE AGE OF 18?**

Yes, but your parent or guardian must sign the Event Registration form on your behalf, and provide us with their contact information.

**DO YOU HAVE ADDITIONAL QUESTIONS?**

If so, please submit them to Erica Ruble at [eruble@curemeso.org](mailto:eruble@curemeso.org).

*Thank you for your interest in supporting the mission of the Mesothelioma Applied Research Foundation!*