



Third-Party Events

Thank you for your interest in holding a third-party event in support of the Scleroderma Foundation!

A third-party event is a grassroots effort facilitated and organized by a volunteer or company to raise funds in support of the Scleroderma Foundation. For the purposes of this document, any event, promotion, sale or donation drive held by any organization, individual or company outside of the Scleroderma Foundation company in support of the Foundation is defined as a “third-party event” (TPE). TPEs are not managed, planned or offered by the Foundation. To enhance the success of TPEs while protecting the Scleroderma Foundation’s brand, donors, and sponsors, the following policies must be observed.

The Scleroderma Foundation is not responsible for the expenses or liability associated with a TPE. A certificate of liability from the Foundation will not be provided.

Please review the following guidelines and submit a signed application at least eight (8) weeks prior to proposed event date. For more information or to discuss the enclosed documents, please contact specialevents@scleroderma.org.

Third-Party Event Policies

General Guidelines and Liability

- TPEs that benefit the National Scleroderma Foundation must reflect positively on the Foundation’s mission. The Foundation reserves the right to decline or cancel any third-party proposal that is not in line with the Foundation’s mission or code of conduct.
- The National Scleroderma Foundation, its employees, and volunteers are not liable for a TPE.
- The TPE is responsible for all vendor agreements, contracts, insurance, and necessary permits for the event. The National Scleroderma Foundation will not assume any legal or financial liability for TPEs.
- National Scleroderma Foundation reserves the right to approve any co-beneficiaries.
- National Scleroderma Foundation, any of its Board members or staff reserves the right to remove our company (name, branding, etc.) of a TPE at any time. The Foundation will incur no liability for any TPE.
- TPEs must be fully executed by the third-party fundraiser(s) listed on this application. National Scleroderma Foundation staff are available to provide fundraising coaching and recommendations during your planning. However, due to limited staff resources, Foundation staff cannot plan or promote third-party fundraising events.
- TPEs will follow all local rules and regulations, including but not limited to drone activity.
- It is recommended that all TPEs held outside have a thunder and lightning plan to ensure safety.
- Per the National Scleroderma Foundation bylaws, support groups may not fundraise. Fundraising events may not be sponsored by a support group, and solicitation for donations may not take place during a support group meeting. Support group leaders and members may participate in fundraising efforts.
- Americans with Disabilities Act Accessibility (ADA). All TPEs must be accessible to people with disabilities. The event should take place at a location that meets ADA regulations. Third-party event organizers should promote and arrange for special accommodation needs by participants, volunteers and/or staff.

I understand the information presented under General Guidelines: (please initial) _____

Financial Guidelines

- TPEs must be financially self-sustaining without contribution or financial support from the National Scleroderma Foundation.
- National Scleroderma Foundation will only accept the net proceeds and individual contributions from a TPE.
- All TPE expenses are the responsibility of the third-party fundraiser and must be paid before the proceeds are given to the National Scleroderma Foundation. Refunds or reimbursements will not be available after the donation is made to the Foundation.
- TPEs must fully and truthfully state the portion of the proceeds which will be donated to National Scleroderma Foundation in all event promotion.
- TPEs are responsible for all vendor agreements, contracts, insurance and necessary permits for the event. National Scleroderma Foundation will not assume liability for a third-party event.
- The National Scleroderma Foundation will not provide our FEIN for the creation of bank accounts to support TPEs.

- TPEs are permitted to use the National Scleroderma Foundation’s HopeRaiser platform which can be found the Foundation website.

I understand the information presented under Financial Guidelines: (please initial) _____

Marketing and Promotions Guidelines

- National Scleroderma Foundation is not a sponsor or host of TPEs and should be listed as a beneficiary on all promotional materials by our full name, National Scleroderma Foundation.
- TPEs are authorized to use only the provided logo, which may not be altered. The logo will be provided upon approval of application.
- All promotional and marketing materials must be reviewed by National Scleroderma Foundation prior to distribution. Materials can be submitted to development@scleroderma.org.
- TPEs are responsible for all marketing, including writing and distributing press releases, PSAs, social media postings, invitations, ads, etc.
- The National Scleroderma Foundation National Office does not promote TPEs via its social media accounts, magazine, email newsletter, website, or other communications vehicles. However, a chapter may promote a TPE as a beneficiary of the event. This is up to individual chapter leadership.
- National Scleroderma Foundation does not endorse any product, firm, organization, individual or service.
- National Scleroderma Foundation reserves the right to decline any underwriting or sponsorship when it suspects that the association may have a negative effect on the credibility of the Foundation.
- All promotional materials must clearly state the percentage of proceeds and/or the portion of the ticket price that will benefit the National Scleroderma Foundation.
- National Scleroderma Foundation reserves the right to decline endorsement of an event if other non-profit organizations are beneficiaries and/or involved in the event without mutual compliance by all involved. All beneficiaries must be listed on the third-party application.
- No TPE can begin publicizing the event with National Scleroderma Foundation branding until you receive approval from the Foundation.
- National Scleroderma Foundation will notify a local chapter about your event if it takes place within a chapter territory. The local chapter is under no obligation to partner or publicize the third-party event.
- The Foundation cannot endorse or be affiliated with any events that benefit a specific individual(s) or a specific National Scleroderma Foundation member(s).

I understand the information presented under Marketing & Promotions Guidelines: (please initial)

Charitable Giving Guidelines

- Unless the organization providing the third-party event is a registered non-profit entity, donations made in cash or in the name of the event owner are not tax deductible.
- Donations from individuals or corporate sponsors (including sponsorships) that are made directly to a TPE can be used to cover the event’s expenses but are not considered tax deductible.

- If an individual would like to donate directly to the National Scleroderma Foundation the transaction must be made either via check or online. All charitable donations follow rules and regulations to the extent of the law in regard to tax purposes. To complete a donation via check the following directions must occur:
 - o Check made payable to the National Scleroderma Foundation.
 - o Complete a provided National Scleroderma Foundation donation card. Cards are provided upon approval of event.
- TPEs are responsible for complying with all IRS regulations and registrations applicable to your event.
- TPEs are responsible for all required registrations related to gaming at events, including but not limited to raffles, bingo, casino nights, and other games of chance as defined by the IRS, for the state where the TPE will be held. Charitable game applications vary by state, and the National Scleroderma Foundation is not responsible if you so choose to offer these types of opportunities.
- A list of targeted sponsors for the event is required (*before* sponsors are approached) to minimize overlap with other fundraising campaigns underway by the Foundation.
- Creating an online HopeRaiser is also available.

I understand the information presented under the Charitable Giving Guidelines: (please initial)

Post-Event

- Funds should be sent to the National Scleroderma Foundation national office at National Scleroderma Foundation, PO Box 411533, Boston, MA 02241.
- The National Scleroderma Foundation must receive all donations within 30 working days of the conclusion of the event.
- For donations made directly to the Foundation, please include the check and donation card provided.
- For bulk donations or net revenue, please clearly separate those in your mailing.

I understand the information presented under the Post-Event Guidelines: (please initial) _____

The Above Guidelines Have Been Read and Agreed to by:

Contact Name: _____ Date: _____

Signature: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone (include area code): _____

Email: _____ FAX: _____

Organization/Affiliation: _____

Application Submission

Our preferred method of proposal submission is via email to specialevents@scleroderma.org

If this option does not work for you, please mail your application to:

National Scleroderma Foundation
ATT: Development Team – Special Events
PO Box 411533
Boston, MA 02241
FAX: 978-777-1313

Third-Party Event Application

Directions: The person completing and signing the TPE waiver must be the contact for the below.

Application Date			
Name of group/organization			
Name of event organizer(s)			
Event name			
Event date			
Event time			
Event location			
City, State, ZIP Code			
Event is:	Open to public	or	Invitation only
Has this event taken place before?	Yes	or	No
	If yes, Date:		
Briefly describe the event and fundraising (ticket and table sales, raffle, auction, sponsors, etc.) *Please see previous pages in regard to raffles or games of chance.			
If possible, would you like to have someone from the National Scleroderma Foundation present at your event? Yes or No			
If yes, what role might they play:			
Materials			
The following can be provided for your event. Please list quantities next to the supplies you require.			
Item:	Quantity:		
Donation Cards for Individual Donations (increments of 25)			
About the National Scleroderma Foundation brochures			
Revenue			
Will the event be sponsored or underwritten by another organization or company: Yes or No			
If yes, please specify organization: (please list all businesses you will be soliciting for sponsorship or in-kind contributions, use extra space below if necessary.)			
Will all net proceeds go to the National Scleroderma Foundation, or will proceeds be divided among charitable causes? Yes or No			
If no, list all additional beneficiaries:			

Other

Would you like the National Office to connect you with a local National Scleroderma Foundation chapter?

Yes or No

Is there a chapter you are already aligned with? Yes or No

If yes, please list chapter:

Additional Comments