

# BRIDGES FOR BRAIN INJURY/WILDLIFE ROCKSTARS

## Third-Party Fundraising Event Guidelines

Please Contact Bridges For Brain Injury, Prior To Hosting Any Event

Thank you for hosting an event on behalf of Bridges For Brain Injury/Wildlife Rockstars(BBI/WR)! Please read the guidelines below and submit the online application form on our website at [www.bridgesforbraininjury.org](http://www.bridgesforbraininjury.org), prior to hosting your event. If you have any questions, please call Tiffany Joubert, Development Director at 585-396-0070

### **GUIDELINES**

- All third party fundraising events must complete a third party event agreement form and submit the form for approval, prior to the event.
- All publicity (including but not limited to promotional material and media release) must be approved by BBI/WR prior to distribution
- The official logo of BBI may not be altered in any way and any use of Bridges' name, logo, or stationary in any mailing, advertising, or for the media must receive prior approval from Bridges.
- It is the responsibility of the third party event organizer to obtain any necessary permits, licenses and insurance for the event
- The amount or percentage of proceeds that will be donated to BBI must be clearly displayed and disclosed to the public prior to, during, and after the event.
- All funds from the event, must be submitted to BBI/WR within 30 days of the event completion
- BBI/WR is not responsible for any financial loss experienced from hosting a fundraising event. We will not reimburse any expenses incurred from this event.
- The event organizer agrees not to hold BBI/WR, its affiliates, officers, employees, agents, representatives, contractors and licensees responsible for any legal claims, losses, damages or expense that may arise as a result of this fundraising event.
- Per NYS IRS regulations, a tax deductible gift can only be claimed if a check is written directly to BBI. A donation cannot be claimed if a check is written in the 3<sup>rd</sup> party's name.
- If the event is canceled, or the date changed, please notify BBI/WR at least a week, prior to the original date
- The third party is responsible for communicating to sponsors, participants and the general public that the BBI/WR is not conducting the event, but is to benefit from the event.

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- The business/organization/individual is not authorized to open any bank accounts using Bridges' name or Taxpayer Identification Number (TIN).
- BBI/WR reserves the right to refuse association with any event or organization, as well as withdraw our name from an event that is deemed not credible or when there is a potential conflict of interest with Bridges' programs and policies.

### **ONCE APPROVED WE WILL ASSIST YOU WITH:**

- Advertising your event on our website, Bridges and Wildlife Rockstar Facebook pages and Instagram site. We will also run a press release in the local papers and may be able to advertise your event during our monthly WHAM13 and Finger Lakes Radio appearances.
- A support letter which validates that the event is to benefit Bridges For Brain Injury and/or the Wildlife Rockstars
- Provide you with limited supplies such as a banner, brochures, donation jars, etc.
- Provide representation at your event by a Bridges and/or Wildlife Rockstar representative (when available).
- Advice on planning and executing your event.

### **WE CANNOT PROVIDE YOU WITH THE FOLLOWING:**

- Funding or Reimbursement for Event Expenses
- Mail or Email List of Donors
- Gaming Licenses
- Prizes or Awards
- Event Insurance Permits
- Volunteers for the Event

### **SIGNATURES**

By signing below, the Event Organizer understands that Bridges For Brain Injury does not assume any legal or financial responsibility for your event and will follow Bridges for Brain Injury Third-Party Fundraising Event Guidelines.

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

\_\_\_\_\_  
Event Organizer Representative Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Bridges For Brain Injury Representative Signature

Date \_\_\_\_\_