



THIRD-PARTY FUNDRAISING REGISTRATION PACKET

Thank you for choosing Team Jack Foundation (the “Foundation”) as the beneficiary of your fundraising event! The Foundation appreciates your help in funding research for pediatric brain cancer. It is because of the partnership with friends like you that Team Jack Foundation can continue to invest in innovative research to help find a cure.

To ensure that the Team Jack Foundation’s name and image are being used appropriately, we kindly ask that all third-party fundraisers follow the attached policies. Your cooperation will help us ensure quality in the events that ultimately help children with childhood brain cancer.

We appreciate your efforts!

This packet contains the following information:

1. A copy of the Foundation’s Policies and Procedures for third-party fundraising activities. Please review.
2. A Third-Party Fundraiser Application. This form should be completed, signed by an authorized representative of your organization and returned to the Foundation.

Although the Foundation encourages third-party fundraising events, all events must be approved in advance. The Foundation reserves the right to opt-out events.

We appreciate your interest in fundraising for the Foundation and we look forward to working with you! Please call us with any questions you may have.

For questions or for additional information, please contact:

Team Jack Foundation

PO Box 975

Atkinson, NE, 68713

info@TeamJackFoundation.org • 855-RUN-JACK

Third Party Fundraising Policies and Procedures

GENERAL POLICY

1. For purposes of these Policies and Procedures, “you” means the organization, group or individual sponsoring or holding the event. “Foundation”, “Team Jack”, “we” or “our” means the Team Jack Foundation, Inc.
2. As the organizer of a third-party event, you are considered the “event planner”. The organization, promotion and execution of the event are your responsibility. The cost of producing the event shall be done by the event planner.
3. All potential event organizers must complete the third-party application and return it to the Team Jack Foundation prior to publicizing the event.
4. Team Jack Foundation is only the beneficiary of a third-party event. You may not otherwise imply that the Foundation is holding the event or partnering to produce the event, solely the beneficiary.

USE OF NAME & LOGO

5. Events should complement the mission and image of Team Jack. Companies that conflict with the mission or values of Team Jack may not be sponsors.
6. Your organization cannot state or imply that it is an agent, subsidiary, or partner or that it holds any other business relationship with the Foundation.
7. You may not use the Foundation name or logo or otherwise indicate to the public that an event is being held for the benefit of the Foundation without the prior express written consent of an authorized representative of the Foundation. You may not make public announcements or promote the event until you receive written approval from the Foundation of your Third-Party Fundraiser Application.
8. Publicity for your event may not imply that the event is sponsored or co-sponsored by the Foundation or that Team Jack is involved as anything but the beneficiary. Team Jack may only be identified as the beneficiary of the event. For example, you should not call an event "The Team Jack Foundation Walk-a-Thon." Your event should be promoted as the "Walk-a-thon to benefit the Team Jack Foundation."
9. You may not use the logos of the Foundation without the Foundation’s written approval. The official logo of the Foundation should be appropriately used for your event and may not be altered in any way. Any use of the logo must adhere to established graphic standards which we will provide.
10. The Foundation must review and approve in writing all promotional materials including, but not limited to, advertising, letters, brochures, flyers and press releases prior to production or distribution. Proposed materials should be submitted via email to info@teamjackfoundation.org or by mail to Team Jack Foundation, Attention: Kylie Dockter, PO Box 975, Atkinson, NE 68713.

EVENT APPROVAL

11. Applications must be completed and submitted to the Foundation prior to the proposed fundraising event. Approval for the event is specific to dates listed on your event application. If you would like to repeat the event, you must submit a new application.

12. The Foundation must be notified in writing if there are any significant changes to the event once it has been approved. If circumstances warrant, the Foundation may at any time direct you to cancel the event. You must agree to cancel the event, if so directed, and further agree to release the Foundation and its officers, directors and employees from any and all liability in connection with any such action.

13. We have made a commitment to our staff and donors that we do not sell or provide others with our donor and staff mailing lists.

14. In order to better coordinate fundraising activities, we ask that you provide us with a list of targeted sponsors for your event, before they are approached. Please remember that many individuals and businesses already support Team Jack and may not wish to make additional donations. No sponsors for the event can be asked to participate without Team Jack's prior approval.

15. The Foundation is happy to provide brochures, pamphlets and other informational materials, promoting and explaining Team Jack's goals and accomplishments. Please let us know your needs in this area as soon as possible so we can try to have sufficient quantities for your event.

16. We reserve the right to observe your event.

17. Team Jack does not guarantee that they will use their social media or website to promote the event.

FINANCIAL AND LEGAL INFORMATION

18. In order to provide your donors with important information concerning their contribution, we ask that all promotional materials clearly state the percentage of proceeds (from gross or net proceeds) and/or the portion of the ticket price that will benefit Team Jack Foundation, Inc.

19. You should limit expenses to 50% of the total raised by the event. If event expenses are greater than the money raised, you are responsible for paying those expenses. The Foundation will not provide funding or reimbursement of expenses.

20. You may not keep any portion of the proceeds as profit or compensation for organizing the event.

21. Because the Foundation is not sponsoring your event, we cannot have event revenues and expenses flow through the Foundation's books. Only the net amount (final net proceeds from event) should be processed by the Foundation. Similarly, you cannot set up a temporary bank account in the Foundation's name. Proceeds should be sent to the Foundation no later than 30 days following the event and should be mailed to Team Jack Foundation, PO Box 975, Atkinson, NE 68713.

22. Any marketing agreements with TV, radio, print or any other media outlet relating to the event shall be approved by the Foundation.

23. Contributions are tax-deductible only if they are made directly to Team Jack Foundation, not the third-party organization (unless they are a 501(c)3 charitable organization).

24. The Foundation should receive a complete accounting of all funds collected and expenses related to the event within three weeks following the event. Because of our responsibility as the recipient of community assets, we reserve the right to inspect all event financial records if a question is raised about the event's proceeds.

25. The Foundation may receive funds from other similar promotions. Our acceptance of your application creates no exclusive rights for you.

26. You are responsible for obtaining all permits and licenses – especially those for raffles or games of chance. Because state and local governments control all charitable gaming activities, if your event includes a bingo, raffle, 50/50 draw and/or casino type games and activities, you must acquire the proper permit/license from your state or local government office and abide by all rules and regulations pertaining to such gaming activity. The Foundation will not take out liquor licenses for third-party events.

27. You agree that you will comply with all state and/or municipal charitable solicitations statutes and/or ordinances which may apply to your event.

28. You agree that you will not use the Foundation's tax exemption in any manner or as part the promotion of your event, nor will you represent to the public that you enjoy any tax exempt rights or privileges as a result of your role in the event (unless you have separate tax exempt status), nor will you state that any portion of the purchase price for any goods or services at the event is tax deductible for charitable purposes.

29. You must obtain your own liability insurance to cover the event. The Foundation will not insure your event and requires that you obtain all insurance including premises liability and worker's compensation. The Foundation will not assume any legal or financial liability associated with your event, nor will we indemnify you or any party involved in your event for any damage, expense, or other costs arising or in any manner related to your event. The Foundation and all related entities are not liable for any injuries sustained by event volunteers or participants related to your event and cannot assume any type of liability for your event.

THIRD-PARTY FUNDRAISER APPLICATION

Application Instructions: Please fill out and send the completed form to kylie@teamjackfoundation.org or mail to: Team Jack Foundation, PO Box 975, Atkinson, NE 68713. Please allow 5-7 business days for a response.

1. Event Organizer Information:

Name of Contact: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Name of Organization: _____

Is your organization a non-profit (501c3)? Yes No

2. Event Information:

Name of Event: _____

Projected attendance: _____

Is the event: Open to the public By Invitation Ticket Price (if applicable): \$ _____

Is this, or will this be an annual event benefiting Team Jack Foundation? Yes No TBD

Description of Event:

THIRD-PARTY FUNDRAISER APPLICATION

Location Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Event Date: _____

Start Time: _____ End Time: _____

Are there other beneficiaries of this event? Yes No

If yes, name of other organizations:

Percentage to be given to Team Jack Foundation: _____

Describe how funds will be raised:

Will you have the following at your event (mark all that apply):

Raffle Auction In-kind Donations (toys, crafts, books, etc): _____

Does your event have sponsors (corporate, media, etc): _____

Does the event require a permit?* Yes No

Does the event require insurance?* Yes No

*If you answered yes to either/both of these, please include a copy of the document(s) two weeks prior to the event.

THIRD-PARTY FUNDRAISER APPLICATION

Plan for publicity (All materials must be reviewed and approved in advance by Team Jack Foundation, Inc.)

Press Releases: To be sent to:

Flyers: To be distributed to:

Public Service Announcement: To be distributed to:

Other:

Will you have an event website? Yes No

Website address: _____

3. Financial Overview

ANTICIPATED EXPENSES \$ _____

ANTICIPATED GROSS REVENUE \$ _____

ANTICIPATED NET REVENUE \$ _____

(Amount submitted to Team Jack Foundation, Inc.) (To get the net revenue, subtract gross revenue minus expenses)

I plan to submit the funds by: Mail Personal Delivery Other (please specify): _____

Please indicate the date the funds can be expected by the Foundation: _____

(Funds must be received within 30 days of the event)

THIRD-PARTY FUNDRAISER APPLICATION

4. Agreement & Signature

I specifically agree to all the terms and conditions contained in the “Policies and Procedures for Third-Party Fundraisers” attached to and made a part of this application. I understand that my event is not considered an approved event until written approval of my application is received from the Team Jack Foundation, Inc. No amendment, modification or waiver of any of the terms and conditions contained in this document and the “Policies and Procedures for Third-Party Fundraisers” shall be valid unless in writing. At no time will the Foundation, or any representative of the Foundation, be responsible for the cost, planning, or staffing of my event, nor will they be liable for personal injuries or damages to property which may occur during my event. I agree to indemnify and hold harmless Team Jack Foundation, Inc. and their employees, agents and representatives, from any and every claim, demand, suit and payment related to or caused by my event.

Event Organizer Signature

Date

Return Completed Application to:

info@TeamJackFoundation.org

or

Team Jack Foundation, Inc.

Attn: Kylie Dockter

PO Box 975

Atkinson, NE 68713

For Foundation Use Only

Comments:
