



## Third-Party Event Guidelines

Thank you for sharing the mission of the Beyond Batten Disease Foundation (BBDF) to eradicate Batten disease. Third-party events are very important in helping to raise funds and awareness for BBDF, and your efforts are greatly appreciated.

A third-party event is an event or promotion sponsored by a person, company, or organization to benefit BBDF or one of its directed family funds. Please be mindful of the guidelines below to ensure your event is planned and executed in a manner that best benefits BBDF.

1. All third-party event organizers must complete and submit a third-party event registration form for approval by BBDF prior to planning or holding a third-party event. Please allow two weeks for notification of approval.
2. BBDF may only be identified as the beneficiary of the event, rather than the event host or sponsor (i.e., XYZ Event benefitting BBDF).
3. BBDF cannot accept money from any event or promotion where the primary source of income or central activity is the sale of liquor, firearms, or tobacco.
4. The event should not represent BBDF as endorsing any product, film, organization, individual, or service.
5. Event organizers are responsible for underwriting all of the event costs, recruiting volunteers for the event, publicizing the event, and working at the event.
6. Event organizers are responsible for obtaining all necessary permits, including those for raffles, gambling activities, and selling and/or serving alcohol.
7. The organizer of the event must secure permission from BBDF in advance to solicit any businesses for donations or sponsorship to avoid duplication with the Foundation's efforts.
8. The organizer of the event must contact BBDF in advance to discuss any auctions, raffles, or giveaways of goods and services at the event.
9. BBDF cannot make any investment, pay for, or reimburse any expense incurred as a result of a third-party event. This means that the event/promotions sponsor must pay all expenses prior to remitting the net proceeds to BBDF.
10. BBDF sales tax-exemption (on purchases) cannot be extended to any event or fundraising effort.
11. Event organizers must obtain their own liability insurance to cover the event. BBDF's insurance policy does not cover third-party events.
12. Event organizers shall indemnify and hold harmless BBDF, its directors, officers, employees, agents and volunteers from liabilities, losses, and expenses arising from the event or promotion.
13. BBDF must approve all promotional materials, including advertising, letters, brochures, flyers and press releases prior to production or distribution. The official BBDF logo should not be reproduced without written permission or altered in any way, and must be used appropriately in conjunction with the event.
14. Event proceeds must be submitted to BBDF within 30 days from date of event, and BBDF should receive a complete accounting of all funds collected and expenses related to the event.
15. For legal reasons, if BBDF does not receive all of the event proceeds, the public must be informed of the net amount that will be donated to BBDF. All promotional materials must clearly state the exact percentage of the proceeds and/or the portion of the ticket price that will

benefit BBDF.

16. Unless the organizer is registered as a 501(c)(3) organization, donations made payable to the organizers do not qualify as charitable, tax deductible contributions. BBDF will not issue receipts for contributions made to the event organizers, and organizers should not make any claims as to the tax deductibility of such contributions.
17. Donations—less any goods and services received—made payable to BBDF may be tax deductible to the full extent of the law. If the event organizer collects donations payable to BBDF, the organizer must remit all such donations to BBDF within 30 days along with a complete account of 1) donor information (full name and address), 2) the amount of the contribution, and 3) a description of the goods and services received in exchange for the contribution (tickets, food and drink, auction purchases, tee shirts or other gifts/goodies, sponsorship recognition or other rights, etc.), if any. BBDF will provide acknowledgements as appropriate.

If you have any questions, please contact Mary Beth Kiser, President and CEO, at 512.275.2600 or [info@beyondbatten.org](mailto:info@beyondbatten.org).

Thank you for your support of the Beyond Batten Disease Foundation!