**THIRD PARTY FUNDRAISING GUIDLINES**

**D I R E C T I O N S**

|  |  |
| --- | --- |
|  | Read the fundraising guidelines below, sign program agreement and complete program application.Return both pages to Justin Janoson – The Janoson Society for Autism Awareness, 20 Ridge Rd. Albertson, NY 11507 or email the Janoson Society for Autism Awareness. |

**F U N D R A I S I N G G U I D E L I N E S**

|  |  |
| --- | --- |
|  | Fundraisers should complement the mission and image of The Janoson Society for Autism Awareness, which is why we require all event hosts to submit their idea through our program application.For all third party events, The Janoson Society for Autism Awareness may only be identified as the beneficiary. For |
|  |
|  |

example, your event cannot be called The Janoson Society for Autism Awareness for Autism Walk for Kids. Instead, it should be called the Walk for Kids to benefit the The Janoson Society for Autism Awareness .

 The Janoson Society for Autism Awareness reserves the right to request additional information prior to approving

a fundraiser. The Janoson Society for Autism Awareness has the right to refuse an application which competes with an established The Janoson Society for Autism Awareness program or event or does not align with our mission.

|  |  |
| --- | --- |
|  | No more than 25% of gross revenue generated from the event should be used to cover expenses. This is a standard that The Janoson Society for Autism Awareness strongly follows for their own events. |

 You may not use The Janoson Society for Autism Awareness name or logo without the prior written consent of an

authorized representative of The Janoson Society for Autism Awareness

 The Janoson Society for Autism Awareness cannot solicit participation from our donors in any third party events

beyond notifying them of the event details such, as date, time and location.

 The Janoson Society for Autism Awareness must review and approve all promotional materials including advertising,

brochures, flyers, and press releases prior to production or distribution.

 The Janoson Society for Autism Awareness cannot guarantee staff or volunteer support the day of your

event, although we will do our best to accommodate all advance requests.

**P R O G R A M A G R E E E M E N T**

The Janoson Society for Autism Awareness must pre-approve all fundraising events and programs conducted on behalf of The Janoson Society for Autism Awareness. Organizers of The Janoson Society for Autism Awareness approved events will be mailed and/or emailed a letter of endorsement. Notwithstanding such approval, any event material, advertisement or other public media that proposes to use The Janoson Society for Autism Awareness name and/or logo must be approved in advance and must confirm to The Janoson Society for Autism Awareness guidelines. Under no circumstances may an event organizer or any individual associated with the event organizer retain any portion of event proceeds.

I HAVE READ AND AGREE TO THE JANOSON SOCIETY FOR AUTISM AWARENESS FUNDRAISING GUIDELINES.

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*Signature of applicant Date*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Printed name of applicant*

**THIRD PARTY EVENT APPLICATION**

 **No**

 **Yes (Please List Below)**

**CONTACT INFORMATION (PLEASE PRINT OR TYPE)**

|  |  |
| --- | --- |
| **Name** |  |
| **City, State, Zip** |  |
| **Telephone (home or cell)** |  |
| **Telephone (business)** |  |
| **Fax** |  |
| **E-Mail** |  |

**EVENT INFORMATION (PLEASE PRINT OR TYPE)**

|  |  |
| --- | --- |
| **Event Name** |  |
| **Name of company, group or individual planning the event** |  |
| **Type of Event** |  |
| **Event Date** |  |
| **Event Location** |  |
| **Total Expected Revenue** |  |
| **Total Expected Expenses** |  |

**Event Description** – **Please include a list of all fundraising elements *(i.e. live auction, silent auction, ticket sales)***

**How will you be promoting the event?**

**Please list all corporations you plan to solicit for cash or in-kind support (product or services):**

**Are there any other charitable organizations that will benefit from the event?**