

Third-Party Fundraising Agreement

The Lupus Foundation of America, Illinois Chapter (LFAI) welcomes and encourages businesses, organizations and individuals to sponsor Third Party Fundraisers—events or promotions that financially support the LFAI, but are planned and funded by a source other than the LFAI.

This packet contains the following information:

- An overview of LFAI
- A copy of the LFAI Third Party Fundraising Guidelines
- A Third Party Fundraising proposal form

Please return all correspondence and direct all questions to

Lupus Foundation of America, Illinois Chapter
525 W. Monroe St., Suite 900
Chicago, Illinois 60661

Info@lupusil.org

312.542.0002

312-255-8020 (fax)

The Lupus Foundation of America, Illinois Chapter thanks you in advance for your efforts to help us support those affected by lupus!

Third-Party Fundraiser Guidelines

The reputation of the Lupus Foundation of America, Illinois Chapter is affected by how third-party fundraisers are conducted. Therefore, LFAI reserves the right to decline an offer for a third-party fundraiser or to discontinue association with a third-party fundraiser if it is considered to be in conflict with the Foundation's mission, violates any of the guidelines, or proves not to be in the best interest of the LFAI. The guidelines below are designed to eliminate confusion about the role of LFAI in third-party fundraising events.

1. A completed **Third-Party Fundraiser Form** must be approved by the Lupus Foundation of America, Illinois Chapter before any reference to the LFAI can be made in event materials.
2. LFAI is not obligated to provide staff or volunteer resources for third-party fundraisers. It is at the Foundation's discretion whether to do so.
3. Although LFAI will not distribute our mailing list to third parties, if provided with promotional materials, we will distribute them to our constituents. (Participation from our mailing list is not guaranteed)
4. LFAI must approve any printed materials bearing its name and/or logo prior to publication. All use of the LFAI name or logo must include a clear description of how the Foundation benefits from the event (Example: "A portion of the proceeds benefit the Lupus Foundation of America, Illinois Chapter")
5. LFAI will not be responsible for any expenses or fees (direct or reimbursable) on behalf of the third-party organizer.
6. If donations are not made directly to the LFAI, it is not the responsibility of the LFAI to send acknowledgement letters to the donor for tax purposes.
7. The LFAI is not responsible for securing any licenses, permits or insurance for third-party fundraisers. Nor will it assume liability for any fees, fines or legal action associated with the absence of necessary licenses, permits or insurance.
8. Third-party fundraisers cannot use the LFAI's name, logo or tax ID number to receive non-profit discounts on venues, services, products, entertainment, etc.
9. LFAI cannot be held legally responsible for any contracts signed by the third party or disputes arising from a third-party fundraiser. LFAI must be held harmless from any and all problems that arise.

Third-Party Fundraiser Proposal Form

Group Name: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

LFAI Member?

Name of Event: _____ Date: _____

Event Location: _____ Time: _____

Event Description: _____

Expected # of Participants: _____

Expected Proceeds to LFAI: _____

Expected Donation Date: _____

Needed from the LFAI:

LFAI Logo

Lupus Educational Materials

Proposed involvement from LFAI: _____

Notes: _____

Signature _____ Date _____

(Feel free to attach additional materials to support your proposal)

Approved

Declined

Staff initials _____

Date _____