

EPILEPSY FOUNDATION OF CONNECTICUT, INC.

GUIDELINES FOR ORGANIZATIONS AND INDIVIDUALS CONDUCTING FUND RAISING EVENTS TO BENEFIT THE EPILEPSY FOUNDATION OF CONNECTICUT

These guidelines are intended for organizations and individuals who voluntarily offer a donation to the Epilepsy Foundation of CT from the proceeds of a fundraising event. These events are operated outside the governance and supervision of the Foundation.

- 1) The Epilepsy Foundation of CT will provide limited support from staff for any “third-party” events. This may include promoting the event and non-technical telephone support.
- 2) Event advertising and promotion, and its materials may in no way imply sponsorship by the Epilepsy Foundation of CT. It may be stated that proceeds from the event will benefit the Foundation. The sponsor of the event must be clearly identified.
- 3) Collection of fees, entries, and all contributions must be made directly to the event sponsor. Event payments by check must be made payable to the sponsor, not the Epilepsy Foundation of CT.
- 4) There must be no suggestion that an event payment by participants qualifies as a charitable, tax-deductible contribution (IRS regulations).
- 5) Use of the Foundation logo is by written permission only. Its use must be consistent with Foundation style policies. The Epilepsy Foundation of CT reserves the right to review, in advance, drafts of materials using the logo.
- 6) The event sponsor assumes all risk for the event’s expenses and liabilities, including insurance coverage.
- 7) Payment of proceeds to the Epilepsy Foundation of CT is to be made within 90 days of the conclusion of the event.
- 8) The Epilepsy Foundation of CT reserves the right to review event financial statements.

These guidelines are not intended to restrict event sponsors, but rather protect and insure the interest of all parties.

For more information please call Linda Wallace, Executive Director at 800-899-3745

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An independently incorporated affiliate of the Epilepsy Foundation.

