



1501 NW 9th Avenue, Bob Hope Road, Miami, FL 33136

FUNDRAISING GUIDELINES

The National Parkinson Foundation (NPF) wishes to thank the many generous people who volunteer to raise funds. It is through this dedication that we are able to continue our mission of improving the quality of care for people with Parkinson's disease through research, education and outreach.

NPF will assist you by providing materials and answering any questions you may have. However, individual fundraisers are not authorized agents of NPF. Please abide by the guidelines outlined below. NPF will not be held legally liable for any injury, damage, cost, or loss that may be suffered by any person or entity arising out of or in connection with your event.

- NPF will review applications to hold individual events within 10 business days of submission. Fundraisers will be notified by email whether or not their event is approved. You must receive an email in order for your event to be considered approved.
- The public must be told the specific dollar amount from the event or percentage from the sale of each item that comes to NPF. All printed materials and promotions must clearly state the amount of event proceeds that is being donated to NPF.
- The individual fundraiser or group is responsible for 100% of the costs of producing the event. If any donations for the event are being utilized to offset expenses, then checks, credit cards, or money orders **MUST** be payable to the fundraiser and will not be considered tax-deductible unless the fundraising group is a non-profit 501(c)3.
- The name of your event should be the prominent feature on all event literature and promotional materials. Use of the National Parkinson Foundation name and logo should be in the secondary context of "a fundraising event to benefit the National Parkinson Foundation".
- The event organizer/sponsor is responsible for filing all necessary permits, for providing insurance coverage, if required, and accepts all liabilities incurred from the event. NPF, its directors, employees and legal representatives shall be indemnified and held harmless from all claims, loss, damage, injury, liability, costs and expenses of whatever kind or nature caused by, arising out of, or occurring in connection with, any act or omission to act by the fundraiser in connection with the described event.
- All contributions must be obtained through legal means and be submitted within 30 days the event completion. All checks must be made payable to the **National Parkinson Foundation**.
- Nothing in this Agreement creates a joint venture, partnership, principal-agent, employer-employee or similar relationship between NPF and the individual fundraiser or fundraising group.

I have read, I understand, and I agree to abide by these fundraising guidelines of the National Parkinson Foundation, Inc. The National Parkinson Foundation retains the right to withdraw its approval of and participation in an event if the above guidelines are not strictly followed.

Signature _____ Date _____

Print Name _____

Please return form to address above, OR
Email to: TeamHope@parkinson.org, OR Fax to: (305) 243-5540. Thank you!