



Guide Dogs for the Blind

BENEFIT APPROVAL POLICY GUIDELINES

Guide Dogs for the Blind (GDB) is pleased to be the beneficiary of financial support as a result of special fundraising events or projects by generous individuals, groups, and organizations.

In order to ensure that all proposed fundraising projects are in keeping with our organizational guidelines, and to comply with tax and audit regulations pertaining to non-profit organizations, we require:

1. Completion and return of attached Independent Event Application Form for review in order to receive authorization to conduct an event. This form should be submitted a minimum of 30 days prior to date of event. The Events Director and/or Development Director will review the request. All requests will be answered no later than 15 days after receipt.
2. Use of GDB name or logo will only be authorized after approval of Independent Event Application Form. Sponsor will be authorized to use the name "Guide Dogs for the Blind" only in connection with the fundraising event. This authorization will last only until the completion of the event, or termination of this agreement, whichever comes first. Use of the GDB letterhead is not available.
3. Use of Guide Dogs for the Blind's Tax Identification Number is not available.
4. GDB assumes no responsibility for promoting the event.
5. Use of Guide Dogs for the Blind's contact databases (for invitations, etc.) is not available.
6. Any advertisements or media releases need to be approved by GDB prior to their release.
7. The amount or percentage of monies donated to GDB must be included in all advertisements so that the public knows what percentage of their funds will benefit GDB.
8. Event sponsor agrees to comply with all necessary local or government regulations. This includes, but is not limited to, registering with the appropriate agencies, purchasing insurance, following any rules of disclosure currently required by the IRS, and required licenses or permits.
9. The sponsor/organization holding the event intended to benefit GDB agrees to indemnify and hold GDB harmless from any and all claims that may arise as a result of this event.
10. Due to the high level of demand on volunteers' time, GDB cannot commit the resources of its volunteers if the net revenue is expected to be less than \$5,000.
11. This agreement shall not be assignable by Sponsor.
12. Any endeavor that requires that Guide Dogs for the Blind solicit its donors, or that GDB's Board of Directors make or solicit donations, will not be accepted.
13. Sponsor shall perform all actions necessary for the successful completion of the fundraising event, and shall assume full obligation and responsibility for the payment of all expenses in connection therewith, without regard to the amount of funds collected for the event.
14. Sponsor agrees to deliver to GDB, promptly after the completion of the fundraising event, the proceeds, including pledges, and to provide a written account of the fundraising event if requested by GDB.
15. Sponsor will provide all donors and attendees with appropriate written documentation of their gift as required by Federal and State laws.
16. Sponsor will provide GDB with a list of names and addresses of everyone who attended the event.

Please initial that you have read and agree to comply with the above guidelines___



Guide Dogs for the Blind

INDEPENDENT EVENT APPLICATION FORM

Name of organization _____

Contact person _____

Address _____

Phone #, fax: _____

Email _____

Brief description of proposed event, including location, and how the funds will be raised: _____

Date of event _____ Hours of event _____

Number of attendees expected _____

What promotional events are planned? _____

Admission charge Y / N, Amount \$ _____

How and where are tickets to be sold? _____

Will the event benefit other organizations? Y / N

Names of other organizations: _____

Percentage of net revenue to be donated to GDB: % _____ Expected donation: \$ _____

Would you like a GDB representative to attend and/or speak? (Subject to availability and realistic geographic proximity) Y / N

Do you plan to do any Public Relations/Media Outreach? (GDB to approve media releases) Y / N

Would you like to request any GDB materials (brochures, videos, etc.)? If so, please list: _____

Other details: _____

I have read the attached Benefit Approval Guidelines of Guide Dogs for the Blind. I agree to comply with all guidelines.

Signature of contact person and date

Please use additional pages if needed.