



Acknowledgement MPN Research Foundation Fundraising Guidelines

- I) No individual, party or organization may use the MPN Research Foundation name or otherwise announce to the public that an event is being held to benefit the MPN Research Foundation with prior written consent of the Foundation.
- II) MPN Research Foundation must be identified as the beneficiary of the event, not the sponsor. For example, do not characterize the event as the “MPN Research Foundation Garage Sale”, but rather as “a garage sale to benefit the MPN Research Foundation”.
- III) Laws governing charitable fundraising may vary depending on where you live. Events must comply with all federal, state, and local laws governing charitable fundraising, gift reporting, and special events. The organizer(s) are solely responsible for obtaining any and all necessary permissions, permits, licenses, and approvals required by the relevant local, state, federal, or international laws.
- IV) If your event includes a raffle, auction, or any type of gambling activity or if you plan to sell and/or serve alcohol at your event, you must obtain a license from the state and/or municipality in which the event is held. The organizer(s) is solely responsible for obtaining all licenses.
- V) The organizer(s) is solely responsible for obtaining any required insurance (event, liquor liability, etc.), if applicable.
- VI) MPN Research Foundation cannot provide mailing lists of donors, sponsors or vendors but, when feasible, may promote via social media and coordinate email blasts to Foundation constituents on behalf of event organizers.
- VII) MPN Research Foundation cannot assist with approaching sponsors or donors on behalf of event organizers but can provide a sample fundraising letter, and when feasible, solicitation strategies.
- VIII) MPN Research Foundation cannot provide any funds to cover expenses related to the planning of the event. The event organizer agrees to keep written receipts for all expenses to be paid from event proceeds. It is also expected that expenses will be kept to a minimum to donate the maximum amount of funds to MPN Research Foundation in support of its mission.
- IX) MPN Research Foundation cannot provide our sales tax exemption number to event organizers for their use.



- X) If MPN Research Foundation will not be receiving 100% of event proceeds, the exact percentage of proceeds to benefit the Foundation must be stated on all event materials.

- XI) MPN Research Foundation kindly requests that you submit proceeds within 45 days of the completion of the event.

- XII) MPN Research Foundation may provide supplemental materials explaining its mission, goals and accomplishments along with newsletters and other information about our research programs upon request.

I acknowledge receipt of the MPN Research Foundation Guidelines for volunteer fundraising and agree to comply with all provisions in organizing and holding my fundraising event.

I hereby release MPN Research Foundation, its officers, directors, employees and agents from any injury or damage I may suffer as a result of my voluntary participation in this activity. I hereby agree to hold harmless, defend, and indemnify MPN Research Foundation, its officers, directors, employees and agents from any and all liability and any claim that I or anyone may have as a result of any injury or damage, or whatever nature, I may suffer as a result of my voluntary participation in the activity.

I hereby give permission to MPN Research Foundation to use my name or image by way of a photograph, video or audio format taken of me and/or my participants during my event, provided to MPN Research Foundation by me, in any promotional materials publications or any other digital media. I hereby acknowledge that MPN Research Foundation reserves the right to revoke use of name, logo, and links to digital assets at anytime.

Type of Event: _____

Date and Location of Event: _____

Address: _____

Phone: _____ Email: _____

Organizer Signature: _____

Print Name: _____

Date: _____



MPN Research Foundation Staff Only

Signature: _____

Print Name: _____

Title: _____

Date: _____