



FIREFIGHTERS BURN INSTITUTE

3101 Stockton Blvd., Sacramento, CA 95820 | (916)739-8525 | www.ffburn.org

Third Party Fundraiser Guidelines

Thank you for your interest in hosting a fundraising project or special event benefitting the Firefighters Burn Institute (FFBI). Events like yours play a significant role in raising funds and awareness of our mission to assure that the best possible burn treatment and burn recovery programs are available in our community and beyond. With your help, we can continue to expand and improve our programs and, most importantly, continue to make a positive impact on the lives of firefighters and burn survivors. We are grateful for your support!

Hosting an event is a fun and fulfilling way to help our organization. Before you start, please make sure to carefully read the following guidelines and submit an application at least 30 days prior to the proposed event date. If you have any questions, please contact our Events & Marketing Coordinator, Sarah Valentine, at 916-739-8525 or sarahffburn.org.

General:

- All fundraising projects or special events *must* be approved by the Firefighters Burn Institute in advance. Please be aware that if your form is incomplete, it may require additional time.
- Fundraisers benefitting the FFBI must be in line with our mission and reflect positively on our organization. We reserve the right to decline any fundraising proposal that does not meet this criteria.
- Event organizers must comply with all federal, state and local laws and are responsible for obtaining all permits, licenses and insurance certificates.
- FFBI will not assume any legal or financial liability associated with third-party events.
- Approved events are for one time only. If you plan on hosting your event annually, please plan on re-registering your event every year by contacting us at least 30 days prior to your proposed event date.
- FFBI cannot endorse any product/service/business for any reason but can acknowledge a donation of any product/service/business.
- For confidential purposes FFBI does not release donor, volunteer or firefighter mailing lists or any personal information of persons associated with the organization.

Marketing:

- Any usage of our name, logo, mission, photos, information and likeness must be approved prior to usage by written consent. The Firefighters Burn Institute official logos should also not be altered in any way.
- All promotional materials related to a FFBI third party fundraiser must be reviewed and approved by FFBI prior to distribution.
- In the case that the FFBI is the beneficiary of a specific percentage of the proceeds, all promotional materials should clearly state this amount or percentage.
- All references to the FFBI in relation to your fundraiser must not be as a sponsor or partner but as a beneficiary (i.e. "XYZ Fundraiser to benefit the Firefighters Burn Institute" *instead of* "Firefighters Burn Institute Fundraiser" or "Firefighters Burn Institute presents/sponsors XYZ Fundraiser").
- The Firefighters Burn Institute would be happy to assist with social media and website promotion for third party fundraisers.

Financials:

- FFBI cannot provide funding or reimbursement for costs or expenses.
- Donations made directly to a third party event may be used by the event organizer to cover event expenses. If you plan on covering your expenses with the profits from the event, please make sure to state this in your application.
- The organizer agrees to minimize expenses related to the event and to provide the Firefighters Burn Institute with an event budget if requested.
- Event organizer or event related members may not retain any portion of event proceeds as personal profit or compensation.
- No bank accounts can be opened under or in connection with the Firefighters Burn Institute.
- The Firefighters Burn Institute Tax ID may not be used to solicit third party fundraiser donations and sponsorships nor for the purchase of goods or services.
- Only payments made directly to FFBI will be provided with a donation acknowledgment including tax information.

The Firefighters Burn Institute, helping victims become survivors since 1973!

Please complete the following application for a **Third Party Event Fundraiser:**

Contact Information

Group/Individual: _____

Event Coordinator or Main Contact: _____

Address: _____

Phone number: _____ Fax: _____

Email address: _____

Fundraiser Information

Event Name: _____

Description of Event:

Description of how funds will be raised:

Date(s) of Event/On-Going Fundraiser: / /

Time(s) of Event: _____

Location of your event: _____

Would you like to donate 100% of the net proceeds to the Firefighters Burn Institute?

YES NO

If no, please provide additional charity names, specify percentage of proceeds to go to the FFBI, and explain:

Do you have any requests or expectations of FFBI Staff?

Yes, I have read and understand the third party fundraiser guidelines and agree to abide by the requirements.

Initials _____

****Upon approval of your application a *Letter of Understanding* will be drafted outlining the details of your fundraiser/event. The *Letter of Understanding* is valid once both parties have signed the agreement.**

Thank you for your interest in hosting a Third Party Fundraiser! We appreciate your support and will get in touch with you shortly!

.....

For FFBI use:

Approved: _____ Disapproved: _____ Date: _____

FFBI Staff Signature

Title