



EXTERNAL FUNDRAISING EVENT POLICY

The Discovery Eye Foundation, hereafter referred to as DEF, 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 regulations pertaining to non-profit organizations, we require:

1. Completion and return of attached Fundraising Approval Form for review prior to authorization to conduct an event. This Form should be submitted a minimum of 60 days prior to date of event. A Development Committee representative(s) will review the request. All requests will be answered no later than ten (10) business days after receipt.
2. Use of DEF name or logo will only be authorized after completion of Fundraising Approval Form. Sponsor is authorized to use the Name "Discovery Eye Foundation" only in connection with the Fundraising event, and only until the earlier of the completion of the event, or termination of this agreement.
3. Any advertisements or press releases need to be approved by DEF prior to their release.
4. The amount or percentage of monies donated to DEF must be included in all advertisements so that the public knows what percentage of their funds will benefit DEF.
5. DEF assumes no responsibility for promoting the event.
6. 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, and following any rules of disclosure currently required by the IRS, and required licenses or permits.
7. The Sponsor/Organization holding the event intended to benefit DEF agrees to indemnify and hold DEF harmless from any and all claims that may arise as a result of this event.
8. Due to the high level of demand on volunteers' time, DEF cannot commit the resources of its volunteers if the net revenue is expected to be less than \$25,000.
9. This agreement shall not be assignable by Sponsor.
10. Any endeavor which requires that DEF to solicit its donors or Board of Directors to make or solicit purchases will not be accepted.
13. Sponsor shall perform all things 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 will have donor checks made payable to Discovery Eye Foundation. Sponsor must pre-arrange to have any other method of payment approved by DEF.
15. Sponsor shall receive no commissions nor benefit financially from RMHC fundraising event.
16. Sponsor agrees to deliver, within 5 business days after the completion of the Fundraising Event, all proceeds including pledges to DEF, and to provide a written accounting of the Fundraising Event.

Please initial that you have read the above guidelines _____