SHARING NETWORK *FOUNDATION*
Private Events/Fundraising Events/Third Party Events

These guidelines address: FUNDRAISING AND PRIVATE EVENTS held by individuals and private event teams to benefit NJ Sharing Network or the Sharing Network *Foundation* (The Foundation).

The Sharing Network *Foundation* (The Foundation) is extremely grateful for the efforts of all private event team members who coordinate fundraising events. Your commitment makes an invaluable difference as we work to recover organs and tissue for all those on the waiting list. To avoid any appearance of controversy or illegal activities, the following rules apply to all events.

The Foundation will assist you when possible, as schedules and timing permits, by providing materials, volunteer speakers and answering any questions you may have. In order to protect both your interests and those of the Foundation, please abide by the guidelines outlined below. Should your event violate any of these guidelines, the Foundation cannot support you. The Foundation 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. Please keep in mind that private event team members are not authorized agents of the Foundation

1. **Legality:** If you are holding an event to benefit NJ Sharing Network or the Sharing Network *Foundation*, you must obtain permission or authorization for the event before you finalize your plans or make any public announcements. Email foundation@njsharingnetwork.org.
2. **Legality:** NJ Sharing Network/The Sharing Network *Foundation* does not authorize use of tax exempt information to other parties to be able to pay a non-profit rate.
3. **Legality:** NJ Sharing Network/The Sharing Network *Foundation* will not provide Certificates of Insurance for these events, as events are not being planned or run by NJ Sharing Network or The Sharing Network *Foundation*.
4. **Legality:** NJ Sharing Network/The Sharing Network *Foundation* will not submit an Application for a Raffle License for these events, as events are not being planned or run by NJ Sharing Network or The Sharing Network *Foundation*.
5. **Legality:** NJ Sharing Network and/or Foundation's name and image may not be used in private event materials without the express permission of an authorized agent of the Sharing Network *Foundation*.
6. **Legality:** All monies raised for The Sharing Network *Foundation* must be obtained through legal means.
7. **Legality:** All monies raised for The Sharing Network *Foundation* must be forwarded to the Foundation immediately following the event to avoid the appearance that you are raising money under false pretenses.
8. **Legality:** Contribution checks should be made payable to The Sharing Network *Foundation*.
9. **Legality:** The Sharing Network *Foundation* must protect the privacy of people whose names are on our mailing lists, our sponsors and our speakers; therefore, we cannot be responsible for providing any mailing lists, lists of our sponsors or lists of our speakers for the event.
10. **Event Best Practices:** A responsible percentage of the gross revenues from all fundraising events should be directed to the Foundation. The Sharing Network *Foundation* recommends that total expenses related to promotion and event overhead not exceed 25% of gross revenues.
11. **Event Best Practices:** The Sharing Network *Foundation* requires that event check(s) be submitted immediately following the event or project. No bank accounts or holding accounts may be established under the Foundation's name.

12. **Event Publicity:** All event publicity materials, including but not limited to: press releases, pitch letters, printed or electronic advertisements, save-the-dates and invitations, brochures, and any other form of event collateral must be submitted to the Sharing Network *Foundation* for review and approval before they are made public.
13. **Event Publicity:** All private fundraiser and awareness event materials (including media) must make clear that the event is hosted by the private event team member as an individual. Materials may not state or imply that the event is being hosted by The Sharing Network *Foundation* or NJ Sharing Network.
14. **Your Responsibilities:** You are responsible for all costs associated with the event. The Foundation will not compensate any non-Foundation employee in any manner in conjunction with a community fundraiser. The total cost to produce a private event should be 100% underwritten by the private event team member or a solicited sponsor.
15. **Your Responsibilities:** You are responsible for media and press releases. The Sharing Network *Foundation* does not furnish contact information for members of the media or issue a press release to publicize a specific private event.
16. **Your Responsibilities:** The Sharing Network *Foundation* assumes no responsibility for selling tickets or obtaining sponsors for any private event.
17. **Your Responsibilities:** You are responsible for providing volunteers for your private event and for filling administrative and staffing needs. Although we will consider requests for appearance/attendance by Foundation staff, private event team members should understand that schedules do not always permit attendance.
18. **Your Responsibilities:** Private event team members are responsible for filing any necessary event permits and providing insurance coverage, if required, for their event. Private event team members accept all liabilities incurred from their individual event.

The Sharing Network *Foundation* retains the right to withdraw its approval and participation in a private event if the above guidelines are not strictly adhered to.

I have read, understand, and will adhere to the above-mentioned fundraising principles and guidelines of The Sharing Network *Foundation*.

Print Name: _____

Sign: _____ Date: _____

Phone: _____ Email: _____

Private Event/Fundraising Event/Third Party Event to Benefit The Sharing Network *Foundation*

Name of Event: _____

Date and time of Event: _____

Location of Event: _____

Description of Event: _____

Expected number of Attendees: _____