

# **Alzheimer's Association Connecticut Chapter Special Events Third Party Guidelines**

Thank you very much for considering the Alzheimer's Association Connecticut Chapter as the recipient of the proceeds of your charitable event. These proceeds will benefit the people in Connecticut who are impacted by Alzheimer's: those with the disease, their families and caregivers.

All third party events benefiting the Alzheimer's Association Connecticut Chapter must receive prior approval of the Chapter.

## **Event Procedures**

1. The use of the name or logo of the Alzheimer's Association may be used only with prior written permission from the Alzheimer's Association Connecticut Chapter. The official logo will be made available upon approval.
2. The event must be financially self-sustaining, not incurring any debt to the Alzheimer's Association, without written permission. This includes new charge accounts, charges to existing Alzheimer's Association accounts, or invoices drafted in the Alzheimer's Association name. Event proceeds should be sent to the Alzheimer's Association within 30 days of the completion of the event, unless otherwise agreed upon.
3. It is the responsibility of the person(s) organizing the event to obtain all applicable permits, licenses and insurance certificates that may be required for an event. All contracts and permits related to the event must be issued in the name of the sponsor and signed by an authorized representative of the sponsor. Contracts or permits must not commit the Alzheimer's Association to any contractual obligations, and no representative of the sponsor may sign anything on behalf of the Alzheimer's Association.
4. If you are selling tickets to your event and plan to issue receipts for the charitable donation portion of your ticket price, this amount must be clearly identified and differentiated from the "fair market value" of the event. Products or tangible items never tax deductible include such as the purchase of raffle tickets, admission tickets, greens fees, and goods are not eligible as tax-deductible charitable contributions, except to the extent that the value of the goods received exceeds the purchase price. The Alzheimer's Association will acknowledge all event contributions as allowed by law and Internal Revenue Service regulations. It is understood that you must provide a complete list of those contact names, addresses, donation receipts and proof of value.
5. Alzheimer's Association employees may be available for assistance upon request.

**Please use the Events and Promotions Proposal Form on the following pages.**



5. Will the Alzheimer's Association logo be used? If yes, how?
  
6. Do you have any previous fundraising experience? If yes, please explain.
  
7. Why did you choose the Alzheimer's Association?

Once again, thank you very much for choosing the Alzheimer's Association as a beneficiary of your Third Party event. We are most appreciative. We will sign and return this form to you within two weeks.

**Please sign:**

**I understand and agree to comply with the rules and regulations for conducting a third-party fundraiser.**

\_\_\_\_\_  
**Name (and company or organization, if applicable)**                      **Date**

Please return the completed form to:

Alzheimer's Association  
 Connecticut Chapter  
 Attn: Director of Development  
 279 New Britain Rd., Suite 5  
 Kensington, CT 06037

Approved:

Director of Development  
 Connecticut Chapter \_\_\_\_\_ Date \_\_\_\_\_

Declined - Reason for decline

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