



FOUNDATION FOR  
SARCOIDOSIS RESEARCH

Dear Friend,

Thank you for your interest in holding a fundraising event/promotion/campaign to benefit the Foundation for Sarcoidosis Research (FSR). We appreciate the efforts of the groups, large and small, that raise funds to support FSR's mission to fund research to find a cure for sarcoidosis.

### **What is a Third Party Event?**

The Foundation for Sarcoidosis Research defines a "Third Party Event" as any fundraising activity by an individual, a group, or a company not affiliated with FSR where FSR has no fiduciary responsibilities and little or no staff involvement.

We invite you to plan a walk, golf outing, community picnic, or another event to support FSR. If you'd like, these events may be in honor or in memory of someone.

### **Who can organize an event?**

Anyone can plan and organize an event.

### **How do I get started?**

**A *Third Party Event Application Form* must be submitted to us to determine if the event or campaign is within FSR's guidelines.** Please review the following event policies and complete the form included in this packet and send it back to FSR. Then use the event handbook to walk you through the steps for planning your own event! **Please do not take action until you have received written approval from FSR (typically 7 to 10 business days).**

If you have additional questions, please contact us at [amy@stopsarcoidosis.org](mailto:amy@stopsarcoidosis.org), or call (312) 341-0500.

**Your support will truly make a difference! Thank you!**

Sincerely,

Amy Donatell  
Development Director

### **FSR Board of Directors 2016**

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Co-Founder and Chairwoman

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## ABOUT FSR

The Foundation for Sarcoidosis Research (FSR) is the nation's leading nonprofit organization dedicated to finding a cure for sarcoidosis and improving care for patients with this disease. Since 2000, FSR has worked to fund sarcoidosis research, raise awareness of the disease, and serve as a resource for patients, health professionals and the public.

### Improving Care for Sarcoidosis Patients

Sarcoidosis is a serious and potentially life-threatening disease that can affect any organ in the body. Early diagnosis and treatment can help relieve symptoms, minimize organ damage and lead to a better quality of life. FSR offers annual conferences, meetings and comprehensive educational materials for thousands of people living with sarcoidosis. More than 13,000 members from all 50 states and more than 75 countries have joined our free online Stop Sarcoidosis Support Community ([www.inspire.com/groups/stop-sarcoidosis](http://www.inspire.com/groups/stop-sarcoidosis)). Thousands more are helped through our in-person support groups.

### Finding a Cure

The FSR Board of Directors feels strongly that the causes of this disease, and ultimately a cure, will be uncovered through rigorous and extensive scientific research. FSR's Research Grants Program is the nation's first privately funded program for sarcoidosis research. FSR recognizes the path toward medical advancements in sarcoidosis involves multiple approaches. Awarding nearly \$1.2 million in grant partnerships over the past decade, FSR is entering its next stage of growth to further push the needle. **It is time to stop the disease – we can do it with the support of people like you.** Your support will help us achieve the following:

**Stimulate Sarcoidosis Research Investment:** Support projects and build collaborations to bridge gaps between research and product commercialization, and broker partnerships that will lead to new knowledge and accelerated progress for therapies and a cure.

**Provide Comprehensive Information and Resources:** Serve as the center for finding information, linkages and resources sarcoidosis research.

**Increase Patient Engagement:** Encourage patients to participate in clinical trials, the sarcoidosis patient registry, and data-sharing opportunities to fuel this fight toward a cure.

For additional information about our research, education, and awareness initiatives, please visit [www.stopsarcoidosis.org](http://www.stopsarcoidosis.org). With your support, we will continue to make strides toward our ultimate goals. Thank you again for your efforts to make a difference!

# THIRD PARTY EVENT GUIDELINES

## Foundation for Sarcoidosis Research Third Party Event Policies

Protecting FSR's reputation is very important to us. With that in mind we ask that you agree to the following when conducting third party events to benefit FSR.

**APPLICATION:** FSR's *Third Party Event Application Form* must be submitted to us at least 6 weeks in advance of your proposed event date and the box checked acknowledging that the organizer has read and agrees to the policies outlined here. Please do not take action until you have received written approval from FSR (typically 7 to 10 business days). The event is not authorized until approved by FSR.

Once you are approved, you will receive a letter to present to potential donors and sponsors verifying that the funds raised will benefit FSR.

**LOGO/PROMOTIONS:** Promotions for your event should reflect FSR as a beneficiary and not conducting the event (ie. Proceeds from XYZ Golf Tournament **will benefit** the Foundation for Sarcoidosis Research). All promotional items with the FSR name and logo will need to be submitted for review and approval before distribution.

**BANK ACCOUNT:** The business/organization/individual will not open any bank accounts using FSR's name or Employer Identification Number. Any check donations listing FSR as the "Payee" will be forwarded to FSR.

**NET PROCEEDS:** All third party event expenses are the responsibility of the third party event organizer and must be paid before net proceeds are given to FSR. Within 30 days of the conclusion of the event, send checks to FSR along with the Revenue-Expense Tracking sheet. Donors and supporters of your event will receive an acknowledgement from FSR for their contribution (provided the name and address information is correct on the Revenue-Expense Tracking sheet!).

**DONATIONS:** If a donor would like a tax deduction for their contribution, FSR is able to provide a receipt. A donation is only tax deductible when the amount given is greater than the value of the goods and services received. For example, if a participant pays \$200 to participate in a golf outing, and the cost per golfer is \$50, the tax deductible amount is \$150. After the conclusion of the event, send your Revenue-Expense Tracking sheet to FSR so that we may send an acknowledgement to your donors.

**INSURANCE:** All third party event organizers are responsible for providing insurance as required by law or established business practice.

**LIABILITY:** The organizer hereby fully releases and agrees to hold harmless the Foundation for Sarcoidosis Research, its Officers, Directors and representatives of and from any liability, claims, damages, expenses or cases of action for any reason.

## ADDITIONAL QUESTIONS

### Are there any online tools that I can use?

- Fundraise for FSR without leaving your home! Go to [FSR's Facebook page](#) and click on FundRazr GIVE to create your own personal FundRazr campaign. Then tweet, email, post, and share your campaign on Facebook, Google Plus, LinkedIn, Pinterest and many other social networks using FundRazr's built-in sharing tools. FundRazr is a helpful tool for walks and runs, and also allows you to create tribute pages to accept donations in honor of birthdays, and other special occasions.
- Consider sending event invitations via Facebook or Evite.com. You will be able to track RSVPs online and send reminders.
- Donations can also be made online through the FSR website, [www.stopsarcoidosis.org/donate](http://www.stopsarcoidosis.org/donate). If you would like your supporters to donate directly through the FSR website, make sure that you let them know to include a note in the "Comments" section of the donation form that their contribution should be credited to your efforts or event.

### Can FSR staff attend my event?

FSR has a small staff and limited resources. We would love to attend all of the events that benefit the organization in order to express our appreciation to the event planners and participants. Although we will try our best, we are not able to guarantee FSR's presence.

### Can FSR supply educational and/or awareness materials?

If you would like to distribute awareness bracelets or informational materials at your event, we ask for you to fill out a Consignment Agreement. When you consign materials from FSR, you are agreeing to purchase the materials from FSR and/or return the unused materials.



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### Third Party Event Application & Agreement Form

First name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Event/Campaign Title \_\_\_\_\_ Event Date \_\_\_\_\_

Event Location/address \_\_\_\_\_

Please describe the Event.

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#### Event Budget

Anticipated Expenses:

Anticipated Income:

Expected Donation Amount:

Funds will be sent to FSR (date): \_\_\_\_\_

**I HAVE READ FSR'S THIRD PARTY EVENT POLICIES AND AGREE TO ABIDE BY THEM** ☐ **yes!**

I understand:

- I am responsible for all matters related to the planning, promotion, and logistics of this event including registration of participants, the solicitation of sponsors and donors, execution of contracts, insurance and waivers, and the handling of proceeds.
- FSR is not able to provide reimbursement for expenses. Expenses associated with this event should be paid out of the revenues collected.
- Within 30 days of the event, I agree to send FSR the net proceeds from the event along with the Revenue – Expense Tracking sheet.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit your completed form to [amy@stop sarcoidosis.org](mailto:amy@stop sarcoidosis.org) or mail to the Foundation for Sarcoidosis Research to the address below. You will receive approval within 7 to 10 business days.

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1820 West Webster Avenue, Suite 304, Chicago, IL 60614

[www.stop sarcoidosis.org](http://www.stop sarcoidosis.org)