



FOUNDATION FOR  
SARCOIDOSIS RESEARCH

### **FSR'S THIRD PARTY FUNDRAISER GUIDELINES**

Thank you for joining Team KISS and hosting a third party fundraising event to benefit the Foundation for Sarcoidosis Research! Team KISS was created by the Foundation for Sarcoidosis Research (FSR) as a platform to allow volunteers to easily get involved in the fight against sarcoidosis. KISS stands for *Kick In to Stop Sarcoidosis*, and that's exactly what our Team KISS volunteers do! While FSR has been working hard to ensure research happens, patients and their loved ones know better than anyone the urgent needs that exist in this space including a better understanding for this disease, improved treatment options, and ultimately, a cure for sarcoidosis. As such, there is nobody better equipped to lead the fight than them and few more impactful ways to support sarcoidosis-specific research than through Team KISS.

A third-party fundraising event is any activity by a non-affiliated group or individual, where FSR has no fiduciary responsibility and there is little to no staff involvement. These events are hosted by an outside party who wishes to hold an event to benefit FSR.

Please read through our guidelines prior to publicizing your event. This is an important measure to preserve the integrity of the Foundation for Sarcoidosis Research name and our commitment to raise funds necessary to fulfill our mission.

#### **General Third Party Event Guidelines**

1. Fundraisers which benefit FSR must reflect positively on our mission to advance sarcoidosis research and help improve the lives of patients everywhere.
2. The event organizer must be responsible for ALL aspects of the event including organizing, promoting and executing the event.
3. Potential event organizers are to complete FSR's Third Party Fundraising Application through FSR's website prior to conducting or publicizing the event.
4. If your event is approved, you will receive a letter of authorization from FSR to validate the authenticity of the event. Approval will remain in effect for 1 year and must be obtained again after expiration. NOTE-If hosting an annual event, approval must be gained each year.
5. In order to avoid any conflicting fundraising efforts, please notify FSR before you solicit any donations for the event including sponsorship or in-kind gifts.
6. As a commitment to our donors, we do not provide anyone with our donor mailing lists.

### **Financial Guidelines**

1. Fundraisers must be financially responsible for all aspects of the event without receiving funding from FSR.
2. If the event organizer plans to recuperate expenses accrued from hosting the event, then it must be clearly stated that a portion of the event proceeds benefit the Foundation for Sarcoidosis Research.
3. The third-party fundraiser is responsible for all vendor agreements, contracts, insurance, and permits for the event. FSR will not assume liability for a third-party event.
4. Event organizers may not keep any of the proceeds from the event as profit or compensation.
5. Event organizers cannot set up a bank account in the Foundation for Sarcoidosis Research's name.

### **Marketing Guidelines**

1. Before public distribution of event promotional materials, FSR must approve all event-related publicity when using FSR's name and/or logo.
2. Third-party event fundraisers are only authorized to use 'In Support of FSR' logo available for PDF download.



3. FSR is not responsible for promotion of third-party event but may choose to feature through various channels in accordance with FSR's Outreach and Communications Department.
4. In order to help support event organizers, FSR is happy to provide informational materials for attendees. Please visit our [Materials Request](#) page to submit a request for educational resources.

### **Charitable Giving Guidelines**

1. Event proceeds should be submitted to FSR within 30 days after event to receive appropriate recognition and necessary tax information. Please mail proceeds to the Foundation for Sarcoidosis Research, 1820 W. Webster Avenue Suite 304, Chicago, IL 60614.
2. Third-party event donations are fully tax-deductible when made directly to FSR.
3. It is prohibited to use FSR's tax exemption in any manner or as part the promotion of your event. In addition, you may not represent to the public that you enjoy any tax-exempt rights or privileges as a result of your role in the event (unless you have separate tax-exempt status), nor will you state that any portion of the purchase price for any goods or services at the event is tax deductible for charitable purposes.