

Third Party Event/ Fundraiser Guidelines

Thank you very much for your interest in making Mission MSA the beneficiary of your fundraising efforts. We are grateful that you have chosen to use your time and energy to help raise funds to support our mission.

To help make your fundraising event successful, and make best use of our resources, please read the event guidelines below, **and then complete the Third-Party Event Fundraiser Agreement.**

The completed agreement should be returned to elizabeth.turcza@missionmsa.org. Individuals and organizations seeking to enter into a Third Party Event/ Fundraiser Guidelines agreement with Mission MSA thereafter will be referred to as the Third-Party Fundraiser.

Guidelines For Approved Fundraisers

- All Approved Third-Party Fundraisers must sign and return a Third-Party Event Fundraiser Agreement.
- Third-Party events should be approved by Mission MSA prior to beginning planning.
- The Third-Party Fundraiser agrees to obey all Federal, State and local laws and regulations in promoting and conducting their event.
- The Third-Party Fundraisers are responsible for the planning and execution of the event, including all set-up, promotion, staffing and/or volunteers, and liability.
- Mission MSA will not be responsible for expenses incurred by the Third-Party Fundraiser.
- The nonprofit, tax-exempt status of Mission MSA may not be used by the host organization to purchase items and materials or to acquire any licenses or services.
- Due to our confidentiality guidelines, we are unable to share our donor lists.
- The Third-Party Fundraiser hereby grants Mission MSA the right to photograph and/or videotape the event for future use on www.missionmsa.org, Facebook, and other social media tools.
- Approved Third-Party Fundraising events must be referred to as "benefitting Mission MSA" They may not be represented as "sponsored by", "conducted on behalf of", or any similar terminology.
- If the event is changed or canceled, the organizer will notify Mission MSA immediately.
- Event organizers agree to indemnify and hold harmless Mission MSA and its officers, directors, agents, successors, heirs and assigns against any liability, damage, loss or expense incurred in connection with the event.
- Mission MSA reserves the right to decline association with any person or organization when it believes that such association may have a negative effect on the image of Mission MSA.
- Mission MSA may end its agreement with an approved fundraiser at its discretion.

Logo Usage Guidelines

- All Third-Party events must be promoted and conducted in a manner to avoid statement or appearance of Mission MSA endorsing any product, firm, organization, or service.
- The official logo of Mission MSA cannot be reproduced without written permission. In addition, Mission MSA's logo must be used appropriately in conjunction with the event and must not be altered in any way