



dedicated to finding a cure

METRO DETROIT & SOUTHEAST MICHIGAN CHAPTER HOST AN EVENT TO BENEFIT JDRF

INTRODUCTION

Thank you for considering the Juvenile Diabetes Research Foundation (JDRF) as a beneficiary of your fundraising activities. JDRF appreciates your efforts and looks forward to working with you as a partner in raising funds to cure diabetes.

This packet contains the following information:

1. JDRF Policies and Procedures for fundraising activities. Please review these policies and procedures carefully.
2. Third Party Proposal Form. This form should be completed, signed and returned to JDRF as soon as possible.

To receive an overview of JDRF, including history, mission and an overall summary of how funds are raised and spent on research, please visit www.jdrf.org. Current diabetes facts can also be obtained by visiting this site.

As a final note, although JDRF actively encourages third party fundraising events, the Chapter Executive Director must approve all events in advance. This is an important safeguard in preserving the integrity of the JDRF name and our members, whose generous contributions are based upon our pledge to keep overhead costs low and raise as much money as possible to find a cure for diabetes.

Questions regarding hosting an event to benefit JDRF can be directed to Sally Ruterbusch: 248.355.1133 ext. 18 or email sruterbusch@jdrf.org

PLEASE MAIL THIRD PARTY PROPOSAL FORM TO:

Sally Ruterbusch
Special Events Coordinator
Juvenile Diabetes Research Foundation
24359 Northwestern Highway, Suite 225
Southfield, Michigan 48075

JDRF POLICIES AND PROCEDURES FOR THIRD PARTY FUNDRAISERS

1. No party may use the JDRF name or logo or otherwise indicate to the public that an event is being held for the benefit of JDRF without the prior approval of the Executive Director. **To obtain approval, please submit the attached Third Party Proposal Form.**
2. The official logo of JDRF should be appropriately used in conjunction with such an event and may not be altered in any way. Any use of the JDRF logo must adhere to established graphic standards. **To obtain information on proper use of the JDRF logo, please visit the “Press Room” on the JDRF Metro Detroit & Southeast Michigan Chapter’s web site.**
3. Third party events to benefit JDRF may not be called: “Walk To Cure Diabetes”, “Promise Ball” or “Golf Classic” as these event names are branded by our Chapter.
4. JDRF must review and approve all promotional materials including, but not limited to, advertising, letters, brochures, flyers and press releases prior to production or distribution. All promotional materials must clearly state the percentage of proceeds and/or the portion of the ticket price that will benefit JDRF.
5. JDRF is not financially liable for expenses incurred as a result of a third party event.
6. JDRF should receive a complete accounting of all funds collected and expensed related to the event. JDRF reserves the right to inspect all event financial records.
7. Third party events should establish a timetable and action plan a minimum of three months prior to the event.
8. JDRF should receive a list of targeted sponsors for the event, before they are approached, to minimize overlap with other campaigns.
9. The JDRF office can provide brochures, pamphlets and other information promoting and explaining JDRF and its goals and accomplishments.
10. If your event involves a raffle or other type of gambling activity or if you plan to sell or serve alcohol at your event, you must obtain a license from the State of Michigan. You will be solely responsible for obtaining a license.
11. You may want to inquire as to obtaining liability insurance for your event. Please note that JDRF's insurance policy does not cover third party events.

JDRF THIRD PARTY PROPOSAL FORM

Name of person/group sponsoring fundraiser _____

Address _____

City _____ State _____ Zip _____

Contact person _____

Contact person's address (if different from above)

Phone (day) _____ Fax _____

Phone (evening) _____ Email _____

Please give a brief description of the event _____

Date of event _____ Time of event _____

Location of event _____

Please describe how the event will be publicized _____

Estimated number of attendees/participants _____

How will the money be raised (pledges, donations, etc.) _____

Please describe what assistance, if any, you are requesting from JDRF staff and/or volunteers _____

How much of your estimated net proceeds will be contributed to JDRF _____

I/we acknowledge receipt of the JDRF Policies and Procedures For Third Party Fundraisers and agree to comply with all provisions in organizing and holding our fundraising event.

Date

Signature of Responsible Party

Date

Signature of Responsible Party