



NORTHWEST BATTLE BUDDIES

Serving our Veterans, who served us all!

www.northwestbattlebuddies.org

Clubs & Organizations Third Party Event Approval

We are honored that you have selected **NORTHWEST BATTLE BUDDIES** for your next third-party fundraising event. The contributions that your organization raises will aid in our efforts to provide professionally trained service dogs for Veterans with PTSD. Today we are faced with increased demands for our specially trained service dogs as the number of people returning from war with disabilities grows. Our organization receives many requests from clubs, organizations and individuals who express interest in raising funds to benefit **NORTHWEST BATTLE BUDDIES**. As you can imagine, these requests generate a tremendous amount of donations and publicity each year and it is our responsibility to review the organization or club as well as evaluate the type of event that will benefit **NORTHWEST BATTLE BUDDIES**.

When considering a fundraising activity to benefit **NORTHWEST BATTLE BUDDIES**

- Utilize our logos wisely on any produced collateral – we want to ensure our names are branded in proper fashion (see below for more details)
 - **NORTHWEST BATTLE BUDDIES** is always in **STENCIL STD** font.
- External Third-Party events are not coordinated by or the responsibility of **NORTHWEST BATTLE BUDDIES**. Be sure not to suggest that **NORTHWEST BATTLE BUDDIES** sponsors the event. As we are not in a position to supervise the event, we cannot take responsibility or assume liability for the event.
- Any expenses incurred through Third-Party events are the sole responsibility of the individuals contracting to raise funds for donation of goods and services. **NORTHWEST BATTLE BUDDIES** cannot be liable or responsible for any costs or expenses in connection with the event.
- When organizing a Third-Party fundraising event where expenses will be incurred, you will want to keep costs to a minimum, ensuring a greater percent of dollars raised will go to the mission of our organization. Please consider the following:
 - Try to reduce event costs by getting goods donated.
 - Use the following wording when getting goods donated. “As XYZ group we are hosting an event in which the net proceed or percent of net proceeds will be donated to **NORTHWEST BATTLE BUDDIES**” It is important to make sure the donor is aware that the event is not **NORTHWEST BATTLE BUDDIES** sponsored but that the organization(s) is the recipient of the raised funds.

- If you have to purchase the goods, consider the following:
 - Whether the event is going to generate cash, which can be used to off-set costs for purchased goods or event expenses.
 - Reimbursement from **NORTHWEST BATTLE BUDDIES** for the purchase of goods used for Third-Party events is not permitted.
 - Third-Party events may not purchase goods under **NORTHWEST BATTLE BUDDIES** name.
- No bank accounts can be opened under **NORTHWEST BATTLE BUDDIES**.
- If your Third-Party event is conducted and promoted to benefit **NORTHWEST BATTLE BUDDIES**, all proceeds (unless split with another non-profit) after reimbursement of out-of-pocket expenses, must go to the organization. The sponsor or any individuals involved with the event may not take any fees, commissions or salary.
- Any checks received must represent an outright donation and cannot be used as an exchange for product. We will provide receipts for these donations.
- Third-Party events are not allowed to use **NORTHWEST BATTLE BUDDIES** sales tax-exempt or federal employer identification numbers when directly purchasing materials or supplies from suppliers/vendors. Both State and Federal tax laws specify that groups raising funds independently will be prohibited from claiming exemption from State and any other applicable taxes on such purchases.
- The use of the **NORTHWEST BATTLE BUDDIES** name and/or logo is only allowed through prior approval by the organization's staff person. Appropriate wording for any promotion is as follows: "The net proceeds (or percent of net proceeds) from (event name) will be donated to **NORTHWEST BATTLE BUDDIES**."
- If you are deducting expenses before remitting net proceeds to **NORTHWEST BATTLE BUDDIES**, you may not state or imply to your donors that any funds given to you are tax-deductible and you may not use the word "donation" because this implies that they are tax-deductible. If you are selling goods or services (e.g., t-shirts or admittance to an event), you may not state or imply that the funds paid are fully tax-deductible. If the amount paid is \$75 or more, you must disclose the portion of the donation that is non-deductible, because it is attributable to the value of the goods or services received. This is an IRS rule. If you are selling product, checks connected with your activity cannot be made out to **NORTHWEST BATTLE BUDDIES**.
- **NORTHWEST BATTLE BUDDIES** name and logos may not be used in any way that may appear as a trademark or endorsement of the event.
- **NORTHWEST BATTLE BUDDIES** reserves the rights to request you not approach a particular donor, business, or organization for the purpose of underwriting or contributing to your project due to potential conflicts of interest that may arise among other income development initiatives and your plans.
- **NORTHWEST BATTLE BUDDIES** cannot be responsible for insurance coverage liability or liquor licensing for any Third-Party event. This will be the responsibility of the Third Party.

- Contact the staff of your local city government and/or **NORTHWEST BATTLE BUDDIES** office for guidance if considering a raffle. The amounts paid to purchase raffle tickets are not tax deductible.
- **NORTHWEST BATTLE BUDDIES** is a public charity that cannot support or oppose political candidates or parties. However, you should emphasize to the legislator in writing that **NORTHWEST BATTLE BUDDIES** is a non-profit, charitable organizations that may not engage in political activity and request that they refrain from doing any campaigning at the event. Any involvement of political figures should be discussed with a staff person.
- **NORTHWEST BATTLE BUDDIES** reserves the right to decline uses of its name as beneficiary of your Third-Party project at will. Additionally, **NORTHWEST BATTLE BUDDIES** reserves the right to terminate relationship with your business/organization and/or you at will.
- **NORTHWEST BATTLE BUDDIES** requests that Third-Party events carefully consider their fund raising efforts. During the planning of any event, ask these questions:
 - Is it ethical?
 - Is it offensive to any group?
 - What is the financial risk/outcome?
- Complete the attached Third-Party event proposal form. Attach additional information as needed to the proposal. **NORTHWEST BATTLE BUDDIES** staff and/or volunteer leadership will evaluate the proposal. You will be notified in writing if the proposal has been approved or declined.

We truly appreciate the hard work and effort put into raising the critical dollars to fund our mission. The name and reputation of our organizations are equally important.

Clubs & Organizations Third Party Event Approval

*I acknowledge that I have reviewed and understand the guidelines about hosting a Third-Party event for **NORTHWEST BATTLE BUDDIES**.*

Organizational Information

Sponsoring Organization: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Cell: _____

Email: _____ Website: _____

Third Party Event Information

Name of Event: _____

Type of Event: _____

Est. Attendance: _____

Location of Event: _____ Time: _____

Description of Event: _____

Resources & Marketing

Do you plan on using **NORTHWEST BATTLE BUDDIES** name and logo: _____

If yes, please email draft of each piece for approval to: teresa@northwestbattlebuddies.org

Are you requesting people/teams or other resources from **NORTHWEST BATTLE BUDDIES**?

If yes, please explain request(s): _____

Proposal Submit/Review Section (Staff Only)

Proposal Submitted by: _____

Signature: _____ Date: _____

Date Received: _____ Date Reviewed: _____

Reviewed by: _____ Date Approved/Denied: _____

If Denied, give reason:

Please return the completed Proposal Form to:

Email:

northwestbattlebuddies@gmail.com

or by mail:

NORTHWEST BATTLE BUDDIES

P.O. Box 2511

Battle Ground, WA 98604.

Questions or Concerns please feel free to contact us at 360.601.9744

Thank you for your support

Shannon Walker

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President/Founder