

CJD Foundation Family Fundraiser Guidelines

Thank you for hosting a fundraising event in your community for the benefit of the CJD Foundation! The CJD Foundation (“CJDF”) and the families we support deeply appreciate your effort to raise funds for our shared cause.

The following guidelines are provided to ensure that you are aware of potential needs or issues regarding your event/promotion and assist you in your efforts.

If you have any questions not answered by these guidelines, please contact us at 800-659-1991 or Help@CJDFoundation.org. Each event will be reviewed on a case-by-case basis.

Definitions

Third-Party Fundraising Event (Also called a “Family Fundraiser”) – A fundraising activity hosted by a group or individual to benefit the CJD Foundation, where the CJD Foundation has no fiduciary responsibilities and minimal or no staff involvement.

Event Host – Person, group, organization or business hosting a third-party fundraising event to benefit the CJD Foundation. The host’s responsibilities are described in this document.

Event Request and Approval

- The CJD Foundation name, logo, or mission may not be used in any way without advance written approval from the CJD Foundation.
- All fundraising event/promotions for the benefit of the CJD Foundation must be approved in advance by the President/Executive Director and Program Director. The CJD Foundation’s Event Request Form must be completed and submitted to the CJD Foundation no less than 60 days prior to the proposed promotion or event start date before approval can be granted. If needed, special time accommodations to the 60-day period can be requested by contacting the CJDF.
- Fundraisers that benefit the CJD Foundation must reflect positively on its mission. CJDF reserves the right to decline any fundraising proposal that is not in line with our mission or that is not approved by the Board of the CJD Foundation.
- Event organizers are responsible for obtaining all permits, licenses, and insurance certificates. Please note that raffles, drawings and other games of chance are governed by a variety of state municipal, and federal laws. If you are holding a raffle, drawing, or other game of chance at your event, please be aware that such an activity needs special permits and allow extra time to obtain these.
- CJD Foundation assumes no legal or financial liability associated with third-party events.
- Fundraisers must fully and truthfully state the portion of the proceeds that will be donated to the CJD Foundation in all advertising, promotions, and in all contact with donors, sponsors, and participants. If less than 100% of the net proceeds will be donated, the “portion of proceeds” may be stated as a percentage of net proceeds, a portion of a product price, or a fixed amount per sale/transaction that is to benefit the CJD Foundation.

These guidelines apply to events targeted at raising funds for both CJD Foundation overall programs and research grants. Those raising funds for research grants must also sign a grants agreement with the CJD Foundation, committing to raising a minimum amount.

Communication Guidelines:

- Participants may not use the copyrighted information, logos, or photos on the CJD Foundation website without the express written consent of the CJDF.
- All promotional materials should clearly state the event is sponsored by you or your organization, with net proceeds going to CJD Foundation. If a specific percentage of event proceeds are coming to CJDF, this must be stated in your materials.
- CJD Foundation cannot be used as an event title but may be identified as the beneficiary of the event/promotion. For example an event may not be referred to as “CJD Foundation Golf Outing.” Instead, it should be promoted as “XYZ Bake Sale to Benefit CJD Foundation.”

Financial Guidelines:

- CJD Foundation will not incur third-party expenses or provide any funds for third-party events or promotions.
- No bank accounts or holding accounts may be established under the CJD Foundation name.
- The not-for-profit tax-exempt status of the CJD Foundation may not be used by the host organization to purchase items and materials with which to conduct the activity.
- Event organizer shall not retain any portion of event proceeds as personal profit or compensation. No fees, commissions, or salaries may be retained from event proceeds by your organization or its members.
- The organizer agrees to minimize expenses related to the event and to provide CJD Foundation with an event plan and budget if requested. A check for the third-party event’s net proceeds (gross proceeds less all related expenses) must be sent or presented in person to CJD Foundation within 60 days of the event’s conclusion.
- The event organizers are responsible for obtaining any necessary permits and clearances required by local and state government and complying with all applicable laws, and also obtaining appropriate insurance coverage as necessary.

Charitable Giving Guidelines:

- Unless your organization is a registered non-profit entity, donations made to it are not tax deductible.
- Only checks payable to the CJD Foundation, and cash donations clearly labeled with the donor’s information, will be provided with a tax deductible acknowledgment letter in accordance with IRS and state tax regulations.
- If donations are made out to the event organizer or other source, donor may be sent a general acknowledgment letter with no dollar value mentioned.
- If you are deducting expenses before sending net proceeds to CJD Foundation, you should not state or imply to your donors that any funds given to you are tax deductible, and you should not use the word “donation” because it implies that they are tax deductible.

Event Request Submission & Approval Process

If the event is approved; you are solely responsible for complying with any and all applicable laws and regulations, including, but not limited to, those related to gaming, raffles, sweepstakes and fundraisers. By approving this event, CJD Foundation is in no way liable for the foregoing obligations or the promotion, conduct, or staging of the function. The Event Request Form can be completed online using our secure form or by filling out the Word document and returning by email, fax, or mail to our offices for official review. The average processing time for review and approval is 10-14 business days. Please note that if your form is incomplete or requires further review, additional time will be needed to properly assess the request. Once the event is approved, a copy of the approval letter will be sent to you via email or regular mail.

How can the CJD Foundation help with your event?

CJD Foundation is extremely appreciative of the organizers who manage third-party events to benefit its programs, but is limited in the amount of assistance it can provide a third-party event. CJDF can provide the following:

- Input on event planning, as time allows.
- Approval of the use of CJD Foundation name, logo and images. (Note: Approval of event marketing materials is required when the CJD Foundation’s name, logo or images are to be utilized.)
- Promotion of your event, when appropriate, to the CJD Foundation community through channels such as our website, social media, and event calendar.
- Flyers, information about CJD, and when available, a limited quantity of Cure CJD ribbons or other items.
- Acknowledgement and tax receipts for contributions made payable and submitted to CJD Foundation.
- Assistance in setting up online fundraising through our peer to peer fundraising platform.

CJD Foundation is unable to provide the following:

- Access to donor lists or contacts.
- Responsibility of any nature or kind associated directly or indirectly with the event, including, but not limited to, expenses, purchases, insurance or liability coverage.

I have read and understood the above terms and agree to abide by them.

Fundraiser Host Signature	Print Name
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Email	Date
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CJD Foundation signature	Date
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Thank you for supporting the work of the CJD Foundation