

## THIRD PARTY EVENT GUIDELINES

Third Party events and fundraisers are vital to The Liz Logelin Foundation (“LLF”) and the assistance we provide to widows and widowers with dependent children. We welcome and greatly appreciate requests from individuals, organizations, and corporations (“Sponsor(s)”) to hold benefits, special events, fundraisers, or donation drives on behalf of LLF. The following guidelines have been developed to protect both the Sponsor and LLF.

**A minimum of THREE (3) WEEKS advance notice of your event** is requested in order to ensure coordination with LLF personnel.

1. LLF **will not** finance any expenses related to a Third Party Event or assume responsibility for any debts incurred.
2. Any use of LLF’s logo or inclusion of the LLF name in any/all event promotion **MUST** be approved by LLF. In addition, **ALL** publicity and/or promotional materials referencing LLF’s involvement must be approved by LLF well in advance of the event.
3. Sponsor is responsible for **ALL** event coordination, marketing, promotion, and sales.
4. Sponsor is responsible for complying with all applicable local, state, and federal regulations regarding a charitable event.
5. Sponsor agrees to coordinate with and request permission from LLF before soliciting any individuals, organizations, or businesses in order to avoid duplicated efforts.
6. Sponsor must state the terms of the donation LLF can expect from the event. (Examples: 50% of profits, one-time donation of \$1,000, all proceeds, etc.) Sponsor must tender gift within sixty (60) days of the event.
7. A donation solicited on behalf of LLF, whether a donation is an item or cash, is fully tax-deductible **only** when it is made directly and entirely to LLF. LLF will determine what types of gifts can be considered tax-deductible *prior* to Sponsor solicitation or promotion, as only LLF can verify that such a gift was made, and its nature, to the IRS. This information must be made explicitly clear in promotion of the Sponsor’s event.
8. When a portion of the ticket price or suggested donation from a participant of the Sponsor’s event is not tax-deductible, Sponsor must clearly state this on all materials as well as on the Agreement form.
9. LLF is unable to sell tickets, coupons, or raffles for any Third Party event.
10. LLF **will not** solicit participation from clients or donors for any Third Party event beyond listing the event information on the LLF events webpage and in the LLF newsletter.

All Third Party event requests will be considered individually. LLF reserves the right to refuse involvement with or cancel an event for any reason.

After reviewing these guidelines, please download a Third Party Agreement Form and submit it to LLF.

email: [katesowa@thelizlogelinfoundation.org](mailto:katesowa@thelizlogelinfoundation.org)  
or mail: The Liz Logelin Foundation  
Attn: Kate Sowa  
P.O. Box 26366  
St. Louis Park, MN 55426

Third Party Agreement Form

Sponsoring Individual or Organization: \_\_\_\_\_

Corporation: \_\_\_\_\_ Non-Profit: \_\_\_\_\_ Other: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Event Description: (Please include any ticket prices or entrance fee information if applicable.)

\_\_\_\_\_  
\_\_\_\_\_

What is your estimated total revenue for this event/effort? \_\_\_\_\_

What percentage of revenue will be used for expenses? \_\_\_\_\_

What percentage of proceeds (after expenses) will LLF receive? \_\_\_\_\_

Please name any other charitable organizations that will benefit from this event:

\_\_\_\_\_

Will businesses be contacted for donations or assist in the event in any way? Y N

If yes, please list these prospects for LLF to review to avoid duplicated efforts with businesses we might have already approached:

\_\_\_\_\_

Do you plan to use LLF's name or logo in promoting the event? Y N

If yes, please describe, in detail, the materials you plan to create: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please attach copies and email jpegs/PDF of the event's logo and/or links to the event's site for promotion.**

**LLF staff must approve the use of our logo or inclusion of the LLF name in advertising for your event. Third Party events must coordinate all advertising, public relations, and other forms of media with LLF staff before release of the event.**

What other types of promotion do you plan to use? (Radio, TV, Telemarketing, Posters, etc)

\_\_\_\_\_

I, \_\_\_\_\_, as a representative for \_\_\_\_\_,  
Sponsor of the herein described Third Party Event to benefit LLF, agree to the terms set forth in the Third Party Event Guidelines established by LLF.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

All Third Party events are greatly appreciated; however, LLF reserves the right to disapprove or cancel an event for any reason. Coordination with staff is crucial to a successful event.

Please return this form to LLF for approval:

email: katesowa@thelizlogelinfoundation.org  
or mail: The Liz Logelin Foundation  
Attn: Kate Sowa  
P.O. Box 26366  
St. Louis Park, MN 55426

We appreciate your support for LLF and our mission: to assist families who find themselves in the heartbreaking, catastrophic situation of having lost a spouse, life-partner, and parent. Your efforts make a huge impact!