



Additional Information Related to 3rd Party Hosted Events

General

Donations to Guardian Angels for Soldier's Pet© are extremely important and your interest in supporting our mission via your proposed "Event" is greatly appreciated. As our organization is accountable to the public and the Internal Revenue Service (IRS) for fundraising activities using our name and logo, the following guidelines have been developed to serve as standards for those who organize special events, benefits, or promotions associated with Guardian Angels for Soldier's Pet©.

Following are some examples related to types of events that can be held to benefit Guardian Angels for Soldier's Pet

- Yard/Garage Sale
- Bake Sale
- Dog or Car Wash
- Collect coins over a specific period of time
- Doggy March
- Dance
- Birthday/Anniversary/Wedding – instead of gifts have guests donate money.
- Running in a Marathon (have supporters make a donation)

Marketing and Promotion Related Details:

- Third party events may not be represented as events sponsored by Guardian Angels for Soldier's Pet©.
- Promotions for the event should reflect that Guardian Angels for Soldier's Pet© is the beneficiary and **NOT** conducting the event (i.e., "Donations from the "Appalachian Trail Hike" will benefit Guardian Angels for Soldier's Pet©").
- All promotional materials related to an event benefitting Guardian Angels for Soldier's Pet© must be reviewed and approved by the organization's National Marketing Director (Jessica Semon) prior to distribution (e.g., Event organizer's created flyers, press releases, brochures, posters, etc.)
- The use of our logo, name, or photos is reserved for events conducted by the organization itself. Therefore, any requests for the use of our logo, name, and/or photos must undergo official approval (CEO and National Marketing Director). No use of the organization's logo and/or photos will be allowed without specific request and written agreement.



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Event Expenses:

If you must buy goods or services for the organizing and holding the Event and expenses will be incurred, please consider the following:

- (1) Expenses incurred for conducting the Event are the responsibility of the Event "Host Organizer" and designated "Event Sponsor". Guardian Angels for Soldier's Pet© **will not** be liable for any costs or expenses.
- (2) Guardian Angels for Soldier's Pet© **will not** reimburse the Event "Host Organizer" or any designated "Event Sponsor" for the purchase of goods for a third-party event. No goods may be charged to the organization for any reason.

Suggestions to reduce event expenses:

- (1) Secure donated goods and services
- (2) Negotiate reduced costs

Event Income:

- (1) Where appropriate, the event "Host Organizer" is responsible for opening and maintaining his/her own bank account (separate from any personal bank account) for the event. Bank accounts may not be opened in the name of Guardian Angels for Soldier's Pet© for any reason.
- (2) Any check or money order payable to "Guardian Angels for Soldier's Pet" must be sent directly to the organization's National office (mailing address: 9725 FM 1783, Gatesville, TX 76528-4739) and memo line should show the event's official name.
- (3) Any cash donations received where the donor advises that the cash given is for Guardian Angels for Soldier's Pet© **must be** converted to a money order payable to Guardian Angels for Soldier's Pet (memo line to show: cash donations from event) and mailed to the address shown in Item #2 above. **Note:** Cash donations received by the Host organizer cannot be deposited into either a personal bank account or the event's bank account, as this could be recognized by the IRS as "co-mingling of funds".
- (4) Only checks/money orders written by a specific individual or group payable to Guardian Angels for Soldier's Pet © will be provided with a tax-deductible acknowledgement letter and a pre-numbered receipt in accordance with any IRS and state tax regulations. **Note:** We send the above acknowledgement/receipt no matter what the dollar amount is and our objective is to send out within 30 days of receipt of such donations



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- (5) Event “Host Organizer” agrees to inform our organization of any effort to recruit major financial underwriters to ensure there is no duplication of underwriting efforts already underway by the organization.
- (6) If appropriate, the Event “Host Organizer” will submit appropriate documentation from individuals and/or businesses regarding their financial or “in-kind” donations.
- (7) Event “Host Organizer” will submit any checks/money orders or money order for any cash received payable to the organization that was accepted by the Event “Host Organizer” or their authorized agent/volunteer must be submitted/mailed to the organization’s National office (mailing address shown in Item #2 above) within 60 days of receipt of the items or the “end date” of the Event.

Event Insurance and Liability:

- (1) Event “Host Organizer” is responsible for obtaining any necessary permits and clearances by local and state governments and complying with all applicable laws. The Event “Host Organizer” must also obtain appropriate insurance coverage as necessary.
- (2) All “third-party events” should ideally be accessible to people with disabilities. Ideally the event should take place at a venue that meets ADA regulations.
- (3) Guardian Angels for Soldier’s Pet© **cannot** be held liable for details associated directly or indirectly with the event, including but not limited to, expenses, purchases, insurance, or liability coverage.

Tax Related Information and Implications:

- (1) As a responsible steward of public funds, Guardian Angels for Soldier’s Pet adheres to the Better Business Bureau (BBB) “Standards of Charity Accountability”. Events held to benefit our organization are expected to keep expenses to a minimum.
- (2) If the “Event Host Organizer” represents to the public that proceeds/donations will benefit other organizations in addition to our organization, the “Event Host Organizer” should be prepared access to an accounting of revenues and expenses. If so requested, an accounting and fund distribution will be expected within 60 days after the conclusion of the event.
- (3) The “Event Host Organizer” is responsible for complying with all IRS regulations applicable to the event.



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- (4) As each state has their own regulations that may require registering in a specific state, it is the “Event Host Organizer” to obtain and submit any such registration documents.

- (5) Federal laws disallow “3rd-Party Events” from using our organization’s “Sales Tax Exemption Number” or “Federal Tax ID” when purchasing any goods or services from suppliers or vendors.