



Third Party Fundraising Guidelines

Overview

Donations to Guardian Angels for Soldier's Pet© are extremely important and your interest in supporting our mission, programs, and projects is greatly appreciated. Guardian Angels for Soldier's Pet© is accountable to the public and the IRS for fundraising activities using the name of Guardian Angels for Soldier's Pet©. To this end, the following guidelines have been developed to serve as standards for those who organize special events, benefits or promotions on behalf of Guardian Angels for Soldier's Pet© ("Sponsor is the event organizer.")

Guardian Angels for Soldier's Pet© is extremely grateful in the many outside persons who wish to organize events to support our programs and projects we fund each year. However, only those "third party events" which meet specific criteria and benefit our organization will be considered for approval. Each event will be reviewed on a case-by-case basis.

Our organization defines a "Third Party Event" as any fundraising activity by a non-affiliated group or individual, where Guardian Angels for Soldier's Pet© has no fiduciary responsibilities and little or no staff involvement.

Fundraising Ideas

The following ideas represent various ways individuals, families, businesses, and other organizations can help raise funds for Guardian Angels for Soldier's Pet© mission, programs, and capital projects:

- Athletic tournament - golf, volleyball, tennis, softball, bowling (Registration fee charged)
- 5k, 10k, or marathon (Entry fee charged)
- Birthday, Bar Mitzvah, Wedding, Anniversary (monetary contribution instead of a gift)
- Super Bowl, College Bowl, Indy 500 type parties (each participant/guest contributes a specified amount)
- Poker Run (Entry fee, raffles, etc. as allowed by law)
- Wine Tasting Party (Entry Fee)
- Car and/or Pet wash (Fee per car or pet)
- Bake Sale (items donated by others or a bakery)
- Casual/Jean Day (Specified dollar amount per employee to wear jeans to work on a specified day or days for a month)
- Holiday Party (Entry fee or suggested donation)
- Loose Change Jar (great for elementary schools/churches)
- Pampered Chef/Avon/Tupperware party (% of party sales)
- Book Sale
- Garage Sale
- Chili Cook-Off (Entry fee, raffles, etc. as allowed by law)
- Lemonade Stand



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Marketing and Promotion

- Third-party events may not be represented as events sponsored by Guardian Angels for Soldier's Pet©,
- Promotions for the event should reflect Guardian Angels for Soldier's Pet© as a beneficiary, and not conducting the event (i.e., "proceeds from ABC Golf Tournament 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 prior to distribution related to flyers, press releases, brochures, posters, etc.
- The use of Guardian Angels for Soldier's Pet© logo, trademark, or photos is reserved for events conducted by the Organization itself. Therefore, any requests for the use of the Organization's logo must undergo approval. No use of the Organization's logo and/or photos will be allowed without specific request and agreement.
- All references to Guardian Angels for Soldier's Pet© in publicity and promotional materials for the event or promotion should refer to "Guardian Angels for Soldier's Pet©".

Event Expenses

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

- Expenses incurred for conducting the event are the responsibility of the hosting volunteers and the Sponsor of the event. Guardian Angels for Soldier's Pet© will not be liable for any costs or expenses.
- Guardian Angels for Soldier's Pet© will not reimburse Sponsor for the purchase of goods for a "Third-Party" event. No goods may be charged to our Organization for any reason.

Suggestions to reduce event expenses:

- Secure donated goods and services
- Negotiate reduced costs



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Event Income

- The event Sponsors is responsible for opening and maintaining his/her bank account for the event. Bank accounts may not be opened in the name of Guardian Angels for Soldier's Pet© for any reason.
- Any check payable to Guardian Angels for Soldier's Pet© must be sent directly to the Organization's National office as follows:

Guardian Angels for Soldier's Pet

ATTN: (name of event)

9725 FM 1783

Gatesville, TX 76528-4739

- Only checks payable to Guardian Angels for Soldier's Pet© will be provided with a tax deductible acknowledgement letter (Thank You letter and pre-numbered receipt) in accordance with IRS and state tax regulations. Donations made out to an organizer or other source may be sent a general acknowledgement letter with no value attached.
- If you are deducting expenses before sending net proceeds to Guardian Angels for Soldier's Pet©, 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.
- Sponsor agrees to inform Guardian Angels for Soldier's Pet© if any effort to recruit major financial underwriters to ensure there is no duplication of underwriting efforts already underway by the Organization.
- Kindly submit appropriate documentation from individuals and/or businesses regarding their financial donations.
- Kindly submit raised funds, payable to Guardian Angels for Soldier's Pet© via address above within 60 days of the event.



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Event Insurance and Liability

- Sponsor is responsible for obtaining any necessary permits and clearances required by local and state government and complying with all applicable laws. Sponsors must also obtain appropriate insurance coverage as necessary.
- All third-party events should ideally be accessible to people with disabilities. Ideally the event should take at a venue that meets ADA regulations. Sponsor is expected to promote and make arrangements for any special accommodations and needs by participants.
- The Organization **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 Guidelines and Implications

- As a responsible steward of public funds, Guardian Angels for Soldier's Pet© holds to the standard set forth in the Better Business Bureau (BBB) guidelines. Events held to benefit the Organization are expected to keep expenses to a minimum.
- If Sponsor represents to the public that net proceeds will benefit others organizations in addition to Guardian Angels for Soldier's Pet©, Sponsor should be prepared to provide 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 special event or promotion.
- Sponsor is responsible for complying with all IRS regulations registration applicable to the event.
- Note some states requires registration of all gaming style events including raffles, bingo, casino nights, etc. Resources: www.rafflefaq.com for information related to other states.
- Federal tax laws disallow third-party events from using Guardian Angels for Soldier's Pet© sales tax exemption number or the Federal Employer Identification (FEIN) number when purchasing any goods or services from suppliers or vendors.