



EVENT GUIDELINES FOR CHEMO DUCK FUNDRAISING EVENT

GUIDELINES FOR SPECIAL EVENTS, BENEFITS OR PROMOTIONS

Thank you for your interest in Gabe's Chemo Duck Program. It is our mission to provide education and comfort to children living with cancer through therapeutic tools and medical play. By agreeing to become a sponsor of the Chemo Duck Program, you are committing to make a difference in the lives of many special children and their families.

While we are happy to provide guidance for your event, we do not have the personnel to handle administrative tasks of third party events. These tasks may include distributing invitations, compiling RSVPs or selling tickets.

EVENT PLANNING

- It is in everyone's best interest to ensure that your event runs as smoothly and safely as possible. Please research and obtain the necessary permits and insurance, if applicable, for your event and for the event location. Please note that not all fund raisers will need to have event insurance. Simply call Gabe's My Heart at (615) 830-0126 to determine whether this is applicable to your event. If we determine it is necessary, the following entity must be added as an additional insured organization on the liability policy for the event:

Gabe's My Heart Inc
5016 Spedale Court suite 129
Spring Hill, TN 37174

- If you are planning a sporting event, it is a requirement that all participants sign a waiver/release.
- Any item(s) you are planning to sell as a fundraiser for Gabe's Chemo Duck Program must be safe and non-controversial in nature. We ask that the public be informed of the dollar amount or the percentage of the sale that will be donated to Chemo Duck.
- The organizer of your event should be ready to create publicity for this event and manage all volunteers to create a smoothly run event.

PROGRAM REFERENCE

- You must request written permission to use Gabe's Chemo Duck Program's name and/or logo. Completing the application for special events, benefits or promotions form is considered such a request. All references to Gabe's Chemo Duck Program in publicity and promotional materials, on tickets, invitations, etc. should say:

1st reference - Gabe's Chemo Duck Program™

2nd reference - Chemo Duck Program

3rd reference - Chemo Duck (acceptable for subsequent references)

- All promotional material related to the event benefiting Gabe's Chemo Duck Program must be reviewed and approved by Gabe's My Heart prior to its production and distribution. This includes, but is not limited to, invitations, press releases, newspaper or newsletter articles, merchandise, etc.
- As organizer of this event, you are responsible for complying with IRS regulations regarding the event. IRS regulations governing charitable deductions are quite specific.

DONATING TO THE PROGRAM

- Participants may make checks payable to the organization that is hosting the event or directly to Gabe's My Heart. Please note that organizers of events may not offer underwriters or donors the option of writing checks to Gabe's My Heart for tax purposes.
- In order to fulfill our own accounting requirements, we request that you provide us the event proceeds and details of the accounting within 60 days after the conclusion of the special event.

ONLINE DONATIONS

- Gabe's My Heart can assist with creating an online events page for donors that wish to donate directly to our program and receive the tax benefits, but wish to have their donation credited to your fundraising efforts. Gabe's My Heart is charged 5.5% + \$.99 per transaction fee for this service which will be deducted from your fundraising totals.