

Indiana Women In Need (IWIN) Foundation
Third Party Event Guidelines and Agreement Application

Thank you for selecting the IWIN Foundation as the recipient of your charitable fundraising event. Proceeds from third party events ranging from golf and bowling events, baseball and softball tournaments, dance-a-thons, fashion shows, art exhibits, craft and bake sales, etc. help to support the IWIN Foundation's mission to give Indiana's women the strength to endure breast cancer treatment by providing individualized services and support. Ninety cents of every dollar raised from third party events goes directly to funding these patient services with ten cents supporting the organizations operational costs.

Guidelines:

- 1) Any group, organization or individual organizing a Third Party Event with proceeds going to the IWIN Foundation must complete and submit a Third Party Event Agreement Application to the IWIN Foundation for review and approval.
- 2) All promotional and publicity materials are to indicate if a portion of or all the proceeds will be going to the IWIN Foundation. Expenses are covered by the Third Party Event organization/organizer.
- 3) The IWIN Foundation will review the agreement application to insure the Third Party Event is non-controversial and provides a favorable community image to help advance the IWIN Foundation's mission.
- 4) All promotional and publicity material to include the IWIN Foundation name and logo such as press releases, mailings, brochures and banners related to the Third Party Event must be submitted to the IWIN Foundation for approval prior to distributing or promotion of the event.
- 5) It is the responsibility of the Third Party Event organizer(s) to secure applicable raffle permits, special licenses and all insurance certificates that may be required for the event by local law. Door-to-door solicitations are not authorized by the IWIN Foundation.
- 6) The Third Party organizer(s) are responsible for all ticket/event sales or any other administrative aspects of the Third Party Event, including but not limited to accounting, financing, and the IRS nonprofit charitable deductions.
- 7) The Third Party organizer(s) agree to hold harmless the IWIN Foundation, its board of directors, officers, employees, volunteers, licensors and suppliers from all claims, punitive or consequential damage (including without limitation any loss of profits, lost savings, or loss of data) arising out of or related to the Third Party organizer(s) and the Third Party Event.
- 8) The proceeds of the Third Party Event are to be submitted to the IWIN Foundation within 30 days of the event date.

Third Party Event Agreement Application
Required to be completed and submitted for approval prior to the event/activity

Name of Organization/Association/Corporate Planning a Third Party Event:

Name of Organizer: _____

Address of Organizer: _____

City, State, Zip: _____

Phone: _____ **Email:** _____

Alternate Contact Name: _____

Address of alternate contact: _____

City, State, Zip: _____

Phone: _____ **Email:** _____

Name of Proposed Event: _____

Date of Event: _____ **Time of Event:** _____

Location of Event: _____

Event Description: _____

Percentage of proceeds to benefit the IWIN Foundation: _____

Revenue Goal: _____ **Anticipated Expenses:** _____

Sources of Income: _____

(Tickets, sponsorships, product sales, raffle, auction, etc.)

I have read and agree to follow the IWIN Foundation's Third Party Event Guidelines.

Printed Name:

Signature: _____ **Date:** _____

Please submit this completed and signed agreement application via email to clairek@iwinfoundation.org or mail to: The IWIN Foundation, P.O. Box 30648, Indianapolis, IN 46220. For additional questions, please contact the IWIN Foundation at (317) 981-5677 or toll free at 1-866-900-IWIN.

Thank you for your generous support of our mission!