

PRF POLICIES & PROCEDURES for a THIRD PARTY FUNDRAISER

Thank you for your interest in holding an event to fundraise and/or raise awareness of Progeria and The Progeria Research Foundation (PRF). We appreciate the efforts of the many groups, large and small, that support children with Progeria and PRF's mission to discover treatments and the cure for Progeria and its aging-related disorders. Volunteers are vital to our mission!

Protecting PRF's reputation is very important to us. With that in mind we ask that you agree to the following when conducting third party events to benefit PRF.

1. **APPLICATION:** "PRF Application for a Third Party Fundraiser" must be completed and the box checked acknowledging that you as the event organizer has read and agrees to the policies set forth. Your event is not authorized until approved by PRF. PRF reserves the right to decline an offer to hold a third-party benefit event. **If you are under the age of 18 your parent or guardian must complete the application and agree to the PRF Third Party Event Policies on your behalf.**
2. **MATERIALS:** PRF will provide printed materials about Progeria and PRF to be distributed at the event at the organizers' request.
3. **TAX STATUS:** Because not directly and formally affiliated with PRF, organizers of the event cannot use PRF's tax exemption in conjunction with the event. For example, organizers cannot use PRF's tax exemption status to purchase supplies or food in conjunction with an event.
4. **BANK ACCOUNT:** The business/organization/individual will not open any bank accounts using PRF's name or Employer Identification Number. Any check donations listing PRF as the "Payee" will be forwarded to PRF.
5. **DONATIONS:** Only donations made directly to PRF are tax deductible. Donations made directly to a third party event can be used to cover the event's expenses, but they are not tax deductible.
6. **STAFFING:** Due to limited personnel resources, PRF cannot provide staff support to third party events, but we have lots of helpful hints on how to engage others to support your event
7. **GOOD STEWARDSHIP:** The business/organization/individual agrees to minimize expenses related to the third party event. The less spent on decorations, for example, the more goes to finding a cure for Progeria!
8. **OPEN BOOKS:** The business/organization/individual agrees to an "open book" policy, and to provide an event plan and budget, if requested.
9. **LOGO:** Any use of PRF's name or logo in any mailing, advertising, or media must receive prior approval.
10. **CONFLICT OF INTEREST:** PRF will not enter into any agreement with a business/organization/individual when there is a potential conflict of interest with PRF's programs and policies.
11. **BENEFIT:** All fundraising is to be conducted for the exclusive benefit of PRF. Any variance must be approved by PRF in advance of the event, and the percentage specifically noted on all promotional materials so the donors are fully aware of the use of their donations.

12. **PRIVACY:** PRF does not release volunteer or donor names to the general public or any third parties without their permission.

13. **INSURANCE:** All third party event organizers are responsible for providing insurance as required by law or established business practice.

14. **NET PROCEEDS:** Organizers of the event donate **100% of the net proceeds** of the event to PRF. Please send the check to The Progeria Research Foundation, PO Box 3453, Peabody, MA, 01961, within 30 days of the event. PRF provides a single acknowledgment for the event proceeds; it does not acknowledge the contributions of individual event participants except as noted under #5 above. PRF does not pay any costs associated with the event.

15. **LIABILITY:** The organizer hereby fully releases and agrees to hold harmless PRF, its Officers, Directors and representatives of and from any liability, claims, damages, expenses or causes of action for any reason.

When you complete the application, you will be asked to acknowledge that you have read and agree to the above policies.

THANK YOU FOR YOUR SUPPORT!