



## NF Northeast Do It Yourself (DIY) Policies and Procedures

Thank you for considering Neurofibromatosis Northeast as a beneficiary of your fundraising activities. NF Northeast appreciates your efforts and looks forward to working with you as a partner in raising funds to fight neurofibromatosis (NF).

A Third Party - Do It Yourself (**DIY**) fundraising event or promotion is one that is conceived and created completely by volunteers—an individual, organization or business—and can range from a bake sale to a local golf tournament. The event organizer is responsible for all details of the event or promotion, including: recruiting volunteers to help at the event, creating flyers to publicize the event, underwriting all the related costs (except in special pre-approved circumstances), and working at the actual event.

Although NF Northeast actively encourages DIY fundraising events, all events and promotions must be approved in advance by our office. This is an important safeguard in preserving the integrity of the NF Northeast name and brand, and in protecting our members and donors whose generous contributions are based upon our pledge to keep overhead costs low and raise as much money as possible.

For more information about our DIY Event Fundraising program, please contact our Director of Special Events at 781-272-9936 or [dflahive@nfnortheast.org](mailto:dflahive@nfnortheast.org)

- The DIY Event organizer(s) is solely responsible for the development and execution of the event or promotion.
- The DIY event organizer may not use the NF Northeast name or logo or otherwise indicate to the public that an event or promotion is being held to benefit NF Northeast without the prior consent of the NF Northeast office.
- The NF Northeast official logo should not be altered in type face, color, or con-figuration.
- An approved DIY event or promotion shall not promote NF Northeast as the organizer of the event, but rather the beneficiary. As an example, the naming of the event should not read: “The NF Northeast Golf Tournament” but instead “The Woodlands Charitable Golf Tournament to benefit/support NF Northeast.”
- A DIY event or promotion shall be administered in a manner that reflects positively on the image of NF Northeast. No conduct which is unlawful or deemed offensive by NF Northeast shall be associated with any event benefiting NF Northeast. NF Northeast reserves the right to withdraw its endorsement of any DIY event or promotion it deems offensive. NF Northeast also reserves the right to refuse any fundraising proceeds from a DIY event or promotion deemed offensive.
- The DIY event organizer should write one check (or money order) for the net revenue (revenue less expenses) from the DIY event or promotion. Please make the check out to NF Northeast and mail to NF Northeast, 9 Bedford Street, Burlington, MA 01803. Please include details of the event or promotion when mailing the check.

- NF Northeast will not pay for or reimburse any individual for expenses incurred because of an event, except in special pre-approved circumstances.
- DIY event organizer is responsible for acknowledging all donations made payable to them.
- NF Northeast will issue a tax acknowledgement letter for donations over \$100 to donors only if the gift is made payable directly to NF Northeast. Donations and/or fees made out to the DIY Organizer are not tax deductible.
- The DIY event organizer may not set up a temporary bank account in NF Northeast's name. If a bank account is needed for the event, the organizer should open a bank account with the event or promotion name. The organizer may not use NF Northeast's taxpayer identification number or assert exemption from state sales taxes under NF Northeast's name.
- NF Northeast can provide the DIY organizer with a letter of authorization to assist in fundraising. This letter can be used to validate the authenticity of your event or promotion.
- Advertising and promotion of the event is the sole responsibility of the DIY organizer. All promotional materials must clearly state the percentage of net proceeds and/or portion of ticket price that will benefit NF Northeast.
- The NF Northeast office can provide brochures, pamphlets, and other information promoting and explaining NF Midwest and its goals and accomplishments. Please provide as much advance notice as possible and let the office know the quantity needed.
- If a DIY event involves a raffle or other type of gambling activity, or if you plan to sell or serve alcohol at your event, you must obtain a license from the state. You will be solely responsible for obtaining the license.
- The DIY organizer is responsible for obtaining any permits and a certificate of insurance for the event as required by local, state and federal laws. Please note that NF Northeast's insurance policy does not cover DIY events or promotions.



### Fundraiser Proposal Form

Name of Person/Group Sponsoring Event or Promotion: \_\_\_\_\_

Contact Person (if different): \_\_\_\_\_

Company: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (cell): \_\_\_\_\_ Phone (home): \_\_\_\_\_

Email: \_\_\_\_\_

Connection to neurofibromatosis: \_\_\_\_\_

Please provide a brief description of the event or promotion:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date and time of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Will there be any publicity before the event? If so, please describe:

Estimated Number Attendees/Participants: \_\_\_\_\_

How will the money be raised (pledges/contributions, donations, etc.)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe what assistance, if any, you are requesting from NF Northeast staff: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How much of your estimated net proceeds will be contributed to NF Northeast? \_\_\_\_\_

If possible, please include a proposed budget for your event or promotion (see below) and specify which costs or expenses, if any, you expect to be underwritten or donated as gifts in kind.

A budget is recommended, but not required. It is especially recommended for larger events and is required if NF Northeast is going to underwrite or pay for any part of the event.

*I/we acknowledge receipt of the NF Northeast's Policies and Procedures for Do It Yourself (DIY) Fundraisers and agree to comply with all provisions in organizing and holding our fundraising event.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Party

**Please return completed proposal form and proposed budget to:**

NF Northeast, 9 Bedford Street, Burlington, MA 01803 - Attention: Director of Special Events  
Fax; 781-272-9937 email; dflahive@nfnortheast.org

## DIY Event Proposed Budget

A budget is recommended, but not required. It is especially recommended for larger events and is required if NF Northeast is going to underwrite or pay for any part of the event.

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

### INCOME

Donations: \_\_\_\_\_

Sponsors: \_\_\_\_\_

Tickets/Registration Fees, etc.: \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL: = \_\_\_\_\_

### EXPENSES

Decorations: \_\_\_\_\_

Entertainment: \_\_\_\_\_

Fees, etc.: \_\_\_\_\_

Food: \_\_\_\_\_

Postage: \_\_\_\_\_

Printing: \_\_\_\_\_

Supplies: \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL= \_\_\_\_\_

GROSS INCOME = \_\_\_\_\_

EXPENSES = \_\_\_\_\_

NET INCOME = \_\_\_\_\_