



Wingspan Fundraising Third Party Events Application

Please complete all sections, read the policies, check the box indicating you agree to the terms put forth in this application, sign, and date. Wingspan must have a signature to process the application.

Title of Event: _____

Description of Event: _____

Primary Contact Name: _____

Email: _____

Phone Number: - -

FAX: - -

Secondary Contact Name: _____

Phone or Email: _____

Event Venue/Location Name: _____ -- _____

Street Address: _____

City: _____ State: _____ Zip: _____

Event Date: _____

Start Time: _____ am/pm End Time: _____ am/pm

Beneficiaries

What percentage of net profits will Wingspan receive? _____%

If there are other beneficiaries, what percentage of net profits will each receive?

Organization: _____ - _____%

Organization: _____ - _____%

Organization: _____ - _____%

If more than 3, check here and list on back

Do you want Wingspan to post your contact information on the Wingspan.org website to help you recruit volunteers?

Email address? YES NO

Phone number? YES NO

Do you have a link to an event page/invitation/Facebook or other online page?

YES NO

Please indicate links you wish to include on the Wingspan.org Event listing:

1. http://_____

2. http://_____

3. http://_____

If more than 3, check here and list on back

Wingspan Support

Please check all forms of support you wish to get from Wingspan?

Wingspan.org website publicity

Wingspan informational brochures #_____

Camera ready Wingspan logo (be sure to read logo requirements)

Donor envelopes #_____

Other – please be specific: _____

Third Party Event Policies

Third party event organizers are responsible for the planning and execution of the event, including all set-up, promotion, staffing and/or volunteers, and liability.

Event Approval

- All third party fundraising events require written permission from Wingspan in advance.
- Event organizers must complete and sign the Third Party Application.
- Please do not make public announcements or promote the event until you receive approval of your event proposal.
- Please allow two weeks for Wingspan to review and respond to your proposal.
- Wingspan has the fiduciary responsibility to ensure that the event aligns with Wingspan’s mission and values and that all funds are being handled and accounted for in a reasonable manner.
- Wingspan reserves the right to decline approval of any event.

Local, State and Federal Laws

- Fundraising events must comply with all relevant local, state and federal laws.
- Event organizers are responsible for obtaining all permits especially those for raffles and/or games of chance.

Promotion and Logo Usage

- All third party events must be promoted and conducted in a manner to avoid statement or appearance that Wingspan is endorsing any product, firm, organization, or service.
- Wingspan must review and approve mention of Wingspan, its mission, and its services and programs in any promotional materials.
- Wingspan must review and approve all promotional materials to be posted on the Wingspan.org website.
- All promotional materials must clearly state the percentage of proceeds that will benefit Wingspan and/or if other organizations will also benefit.
- The Wingspan Logo is available online or by request. The aspect ratio of the logo must be maintained, as well as the pixel quality.

Sponsorship

- Wingspan cannot solicit sponsors for your fundraising event and does not provide any donor or volunteer contact information.
- Please provide a list of all targeted sponsors (both for cash and product/service donations) for the event, before they are contacted, so that Wingspan can provide you with information on their current support and minimize overlap with other Wingspan sponsors
- In-Kind or product/service donations should be acknowledged and provided with tax documentation.

Financial Guidelines

- Wingspan's sales tax-exemption (on purchases) cannot be extended to any event or fundraising effort.
- Wingspan reserves the right to inspect all financial records related to the event.
- Net proceeds are to be submitted within thirty (30) working days of the conclusion of the event and/or promotion along with donor information. Please remit proceeds in a Wingspan Donor Envelope to:

Wingspan
430 E 7th Street
Tucson, AZ 85705

Tax Deduction / Donor Acknowledgement

Wingspan has been approved by the Internal Revenue Service as a charitable (qualified) organization as defined by the Internal Revenue Code Section 501(c)3, meaning that contributions to the Wingspan qualify for the maximum charitable contribution deduction under the Internal Revenue Code.

- For donations less than \$250, the cancelled check or credit card receipt serves as acknowledgement.
- Wingspan recommends all donations are placed into donor envelopes and Wingspan can provide envelopes for your event.

Third party event organizers are responsible for:

- Collecting the names and contact information of attendees, participants, sponsors, donors and volunteers.

- Providing Wingspan with the above information within thirty working days (30) of the conclusion of the event so Wingspan can properly thank the participants for their donation.

A donor or participant must be informed that the tax deductible amount of their donation is only the amount that is over-and-above what was received in goods and services. The charitable amount is calculated according to the following rules:

- Goods or services costing more than \$7.00 that are given to the donor or participant should be deducted from the donor or participant’s total deductible gift amount (e.g., catered meals served, fees paid to an entertainer, green fees in a golf tournament, the cost of a purchased table centerpiece). In general:

$$\text{Charitable Deduction} = \text{Contribution} - \text{Costs of Services/Goods received}$$

- A good or service that costs less than \$7.00 does not need to be deducted from the donor or participant’s deductible gift amount.
- The value of an “In-Kind” donation does not need to be deducted from the donor or participant’s deductible gift amount.

Liability Insurance

- Event organizers are responsible for obtaining their own liability insurance, as necessary, to cover the event. Wingspan is not financially liable for the promotion and/or staging of third-party events.

Wingspan Liability

By signing and submitting this application, you agree to indemnify, defend and hold harmless Wingspan, its agents and employees from and against all claims, damages, losses and resulting from the performance of this agreement. Wingspan is not financially liable for the promotion and/or staging of the event.

Agreement

- I have read and understand the Wingspan policies regarding Third Party Events.
- I agree to comply with all above-stated policies.

Name: _____ Title: _____

Signature: _____ Date: / /

Please return to:

Wingspan
426 E 7th Street
Tucson, AZ 85705