

THIRD PARTY FUNDRAISING APPLICATION

Special Olympics
Wisconsin



Thank you for your interest in hosting a fundraiser to benefit Special Olympics Wisconsin (SOWI). Special Olympics enriches the lives of children and adults with intellectual disabilities through the power of sports, education and athlete health. Our programs are provided at no cost to the athletes or their families, thanks to the generosity of supporters such as you!

About Third Party Fundraising

Third Party fundraising is revenue generating events or activities that are implemented with limited or no assistance from SOWI. Special Olympics may be the full or partial beneficiary of any such event/activity. By empowering individuals, community groups, companies or schools as Third Party fundraisers, SOWI is able to increase the number of donors supporting Special Olympics athletes!

Three easy steps to get started

Special Olympics Inc. (SOI) and Special Olympics Wisconsin's name and logo are valuable and protected assets of our organization. There are specific requirements and guidelines to be able to use the Special Olympics name and logo, which require approval from SOWI. Third Party Fundraisers will receive SOWI name and/or logo usage guidelines once application is approved.

- 1) Read the Third Party Fundraising Guidelines.
- 2) Complete the Third Party Fundraising Application.
- 3) Submit application to Special Olympics Wisconsin for approval.

THIRD PARTY FUNDRAISING GUIDELINES:

1. Special Olympics athletes must always be represented in a positive light by the Third Party within the context of the fundraising event/activity.
2. SOWI takes no responsibility and holds no liability for all Third Party fundraising. Third Party agrees to indemnify and hold harmless SOWI and their employees, agents and representatives, from any and every claim, demand, suit and payment related to or caused by the event.
3. Hazardous events will not be considered.
4. Events/programs that cross Special Olympic Wisconsin's geographic boundaries must have the approval of all Special Olympics components involved, with the exception of nationally approved promotions.
5. The Third Party is responsible for all event/activity expenses, including but not limited to: food, beverages, advertising/promotion, supplies, venue/permit fees and incidentals. SOWI will not be responsible for any expense or debts incurred.
6. The Third Party is responsible for planning, staffing and promoting the event/activity. SOWI's support of Third Party Fundraising is limited due to our full calendar of SOWI-driven fundraising

events. SOWI may provide limited staff time, volunteer support and promotional space to select Third Party Fundraising events/activities based on revenue potential, timing and availability.

SOWI does not share its list of donors or supporters.

7. Third Party has a limited, nontransferable license to use the Special Olympics Wisconsin name and logo (the "Marks") in materials for the sole purpose of promoting the event. All uses of the Marks in their official form in accordance with the Special Olympics Brand Identity Guidelines, without alteration. The Marks shall not be used in conjunction with or in a manner that could imply endorsement of any product, firm, organization, individual or service, including tobacco or alcohol product.
8. All publicity and/or promotional materials released to the mass media referencing Special Olympics Wisconsin's involvement require advance approval.
9. Third Party agrees to designate the beneficiary of the fundraising activity as "Special Olympics Wisconsin." If only a portion of the proceeds go directly to SOWI, the Third Party will be required to disclose to donors the approximate amount of dollars/percentage of proceeds that will benefit SOWI. If fundraising activity includes a donation collection drive, whereby donors are given the opportunity to donate money to Special Olympics Wisconsin, Third Party agrees to collect donations and forward 100% of the donations to Special Olympics Wisconsin within fifteen (15) days after the event, to: Special Olympics Wisconsin, 2310 Crossroads Drive, Suite 1000, Madison, WI 53718, Attn: Emily Hall.
10. SOWI will provide donation receipts for contributions made directly to SOWI. All checks from participants of third-party events and programs must be made out to the sponsoring organization, unless otherwise approved by Special Olympics Wisconsin. Any payments processed by the Third Party would not qualify as a tax deductible donation to SOWI. Use of SOWI's tax ID requires prior approval.
11. The Third Party event/activity must comply with applicable local, state, and federal laws and regulations.
12. Any Third Party event/activity involving alcohol, tobacco, and/or gambling (including lottery or raffle), require prior approval from SOWI. For Wisconsin raffle guidelines, please visit: <http://doa.wi.gov/divisions/gaming/charitable/raffle-rules>
13. SOWI must be notified if there are any significant changes to the fundraising event once it has been approved. If circumstances warrant, SOWI may disassociate itself from the event and require that the Third Party refrain from using SOWI's name, logo, or likeness.
14. SOWI does not provide insurance to Third Parties. The Third Party must have insurance in place no later than three days prior to the scheduled event and names Special Olympics, Inc. and Special Olympics Wisconsin as additional insured under such insurance. Minimum limits \$1,000,000 each occurrence. If alcoholic beverages are provided for a fee (including an admission fee that includes food and alcoholic beverages), the insurance coverage must include "liquor

liability” with a minimum limit of \$1,000,000 and appropriate permits/license must be obtained in the name of the Third Party organization/individual.

15. The Third Party will provide SOWI with a list of corporate sponsors that will be targeted for support of any kind, monetary or in-kind (donated goods or services). SOWI reserves the right to exclude solicitation of specific sponsors.
16. When submitting final donations to SOWI, it is requested that the Third Party provide a summary of event/activity revenue and expenses.

THIRD PARTY FUNDRAISING APPLICATION:

Please complete the information below and sign to indicate your acceptance of the guidelines, terms and conditions. SOWI will provide written response within 10 business days of application submission. Do not use Special Olympics Wisconsin’s name, logo or likeness until you receive written approval.

1. Name of Business or Organization: _____
Other involved organizations, if any: _____
2. Primary Contact Name: _____
Phone: _____ E-mail: _____
Address: _____ City: _____ State: _____ Zip: _____
3. Name and description of event/activity: _____

4. Proposed date: _____ Start time: _____ End time: _____
Location: _____
Address: _____ City: _____ State: _____ Zip: _____
5. Please indicate if this is a: _____ new event _____ recurring event
6. Will there be an admission cost to participate? ____ Yes ____ No If so, how much? _____
7. How many participants are expected? _____
8. Will you have the following at your event? ____ Raffle (Drawing) ____ Auction ____ Alcohol
9. Does the event require a permit or insurance ____ Yes ____ No
10. What is your anticipated start date to promote your event/activity? _____

11. What are your estimated net proceeds (after expenses) to Special Olympics Wisconsin?

12. Will other organizations receive a portion of the proceeds? _____ Yes _____ No

If yes, please list the name(s) of the other organization(s) and sharing %: _____

13. Proceeds will be remitted to SOWI in which of the following:

Cash _____ Check _____ Credit Card _____ Other _____

14. When will proceeds be submitted? Within two weeks _____ Other (please specify) _____

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The term of this Agreement will be from the date it is signed by both parties through the conclusion of the event. Unless otherwise approved, this period may not exceed 90 days. The parties may mutually agree in writing to extend the ending date prior to its expiration.

I have read and understand the Third Party Fundraising Guidelines and agree to all of the terms and conditions to host a Third Party Fundraiser. SOWI will notify the primary contact within 10 business days from submission of this application of the acceptance or denial of fundraising activity. I understand that my event is not considered an approved event until I have been notified of its status by Special Olympics Wisconsin (SOWI). For questions, please contact Emily Hall at (608) 442-5678.

ACCEPTED AND AGREED TO BY:

Company Representative: _____ Title: _____

Signature: _____ Date: _____

SOWI Representative: _____ Title: _____

Signature: _____ Date: _____

Return completed application to:

Special Olympics Wisconsin

Attn: Emily Hall

2310 Crossroads Drive, Suite 1000, Madison, WI 53718

ehall@specialolympicswisconsin.org