



## Community Fundraising Requirements for Third Parties

Please follow these requirements when planning and executing your fundraiser. If you have any questions about any of the following requirements please be sure to contact Special Olympics Wisconsin staff as we will be happy to assist. Thank you for making a difference in the lives of our athletes!

1. Special Olympics Wisconsin 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 Community Fundraising. The 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 Community 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 Community Fundraising events/activities based on revenue potential, timing and availability. SOWI does not share its list of donors or supporters.
7. The 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 referencing Special Olympics Wisconsin's involvement and branding released externally requires advanced approval.
9. The Third Party agrees to identify Special Olympics Wisconsin as a beneficiary. For example, fundraisers should be promoted as "supporting 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, The 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, 6582 Ronald Reagan Ave Madison, WI 53704.

10. All checks from participants of Community Events and programs must be made out to the Special Olympics Wisconsin. Any payments processed by the Third Party would not qualify as a tax deductible donation to SOWI.

11. The Community event/activity must comply with applicable local, state, and federal laws and regulations.

12. Any Community event/activity involving alcohol, tobacco require prior approval. Special Olympics Wisconsin will not provide use of our raffle licenses.

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. SOWI reserves the right to request additional information at any time.

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.

Accepted and agreed to by:

Fundraiser Representative: \_\_\_\_\_ Title: \_\_\_\_\_

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

SOWI Representative: \_\_\_\_\_ Title: \_\_\_\_\_

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