



## **Fundraising Guidelines for the Amputee Coalition**

Thank you for your commitment to the mission of the Amputee Coalition, the nation's leading organization on limb loss. In order to meet state and federal regulations governing charitable giving, we ask that you follow certain guidelines:

- Please keep in mind that because your event is not conducted by the Amputee Coalition, we do not have resources available to recruit sponsors for you or to print materials. You and/or your organization will be responsible for providing all staffing to promote, organize and conduct the event. However, depending on what sort of event you have, materials may be available from the Amputee Coalition to distribute upon request.
- Your event must reflect positively on the Amputee Coalition, not be offensive to any group, and abide by all local, state and federal laws, including those that cover raffles.
- The nonprofit, tax-exempt status of the Amputee Coalition may not be used by the host organization to purchase items and materials.
- Raffles, where tickets are printed and sold over a period of time, are governed by a variety of state and federal laws. Due to the complexities of these legal requirements, raffle fundraising is strongly discouraged. Raffle permits may not be taken out in the Amputee Coalition's name.
- Drawings, where tickets are sold at a single site on one day, are regulated differently than raffles and are often permitted, but laws vary by state and sometimes even by city or town.
- Any checks made payable to the Amputee Coalition must be forwarded to the Coalition for processing and deposit. Checks must represent an outright donation and cannot include any exchange of products or services. Such donations are tax-deductible and will be receipted by the Amputee Coalition.
- Due to national legal restrictions, the Amputee Coalition logo may not be used on your event materials. You are able to use the Amputee Coalition's name with our permission. Your Amputee Coalition liaison will review all event-related materials prior to printing and distribution. Participants may not use the copyrighted information, logos, trademarks, service marks, or photos on any Amputee Coalition Web site without the express written consent of the Amputee Coalition.



- All event promotional materials and efforts should clearly state that the event is sponsored by you or your organization, with net proceeds going to the Amputee Coalition. If a specific percentage of event proceeds are coming to the Coalition, this must be stated in your materials.
- The host organization is responsible for paying all event expenses prior to forwarding its donation to the Amputee Coalition.
- Because your activity is being promoted as a benefit for the Amputee Coalition, no fees, commissions or salaries may be retained from event proceeds by your organization or its members. Event organizer(s) shall not benefit in some way other than goodwill or retain any portion of event-related proceeds as personal profit or compensation for personal services.
- Unless your organization is a registered nonprofit entity, donations made to it are not tax-deductible.
- No bank accounts or holding accounts may be established under the Amputee Coalition's name.
- Due to our confidentiality guidelines, we are unable to share our donor lists.
- As a public charity, the Amputee Coalition may not in any way promote or endorse any third-party cause, idea, political campaign, Web site, product or service.
- The host organization is responsible for securing liability insurance for the event. The Amputee Coalition is unable to provide a certificate of insurance, as is the standard for all nonprofits when they are the beneficiary, but not the sponsor, of the event or activity.
- Event proceeds and associated paperwork shall be submitted to the Amputee Coalition within 30 days of the event date provided on the Event Registration form.
- Event organizers agree to indemnify and hold harmless the Amputee Coalition and its officers, directors, agents, successors, heirs and assigns against any liability, damage, loss or expense incurred in connection with the event.
- The Amputee Coalition reserves the right to terminate its relationship with any participant at any time for any reason.



Thank you for your interest in organizing a volunteer fundraising event to benefit the Amputee Coalition. Your efforts to help us ensure that amputees live well and thrive with limb loss are greatly appreciated!

**Do you have additional questions?**

If yes, please submit them to [mpark@amputee-coalition.org](mailto:mpark@amputee-coalition.org).

This mailbox is monitored Mon-Fri; 7:30am-3:30pm EST. Every attempt will be made to answer your questions the same business day they are received.