



## **Clubs & Organizations Community Fundraising Guidelines**

We are honored that you have selected the Guide Dog Foundation and/or America's VetDogs for your next Community Fundraising event.

When hosting a fundraising event to benefit the Guide Dog Foundation and/or America's VetDogs please adhere to the following guidelines:

- Using our logo and name can help you get results. However, the Foundation/VetDogs brand is one of our most valuable assets, so we require advance review of creative materials. All materials must be submitted to GDF/AVD in advance for approval in accordance with our promotional policies. If referring to our name, materials must read exactly "Guide Dog Foundation" and "America's VetDogs".
- Third-Party events will not be coordinated or organized by the Guide Dog Foundation or America's VetDogs. Please choose a name for your event and state that proceeds will benefit the Guide Dog Foundation and/or America's VetDogs. The Foundation will not be responsible or assume liability for the event.
- Any expenses incurred through Third-Party events are the sole responsibility of the individuals hosting the event. The Guide Dog Foundation and/or America's VetDogs will not be liable or responsible for any costs or expenses in connection with the event.
- Please do not open any bank accounts under the Guide Dog Foundation for the Blind, Inc. or America's VetDogs - The Veteran's K-9 Corps, Inc. name. Bank accounts must not contain the name Guide Dog Foundation or America's VetDogs.
- If your Third-Party event is conducted and promoted to benefit the Guide Dog Foundation and/or America's VetDogs, all proceeds (unless split with another non-profit) after reimbursement of out-of-pocket expenses, must legally go to the organization. The sponsor or any individuals involved with the event may not take any fees, commissions or salary.
- Third-Party events are not allowed to use the Guide Dog Foundation for the Blind, Inc. or America's VetDogs - The Veteran's K-9 Corps, Inc. sales tax-exempt or federal employer identification numbers when purchasing materials or supplies from vendors. Both State and Federal tax laws specify that groups raising funds independently will be prohibited from claiming exemption from State and any other applicable taxes on such purchases.



- The Guide Dog Foundation and America's VetDogs reserves the right to request that particular donors, businesses, or organizations NOT be approached for the purpose of underwriting or contributing to your project due to potential conflicts of interest that may arise due to other income development initiatives.
- The Guide Dog Foundation and America's VetDogs is not responsible for insurance coverage liability, gambling, or liquor licensing for any Third-Party event.
- Contact the staff of your local city government and/or the Guide Dog Foundation or America's VetDogs office for guidance if considering a raffle.
- The Guide Dog Foundation and America's VetDogs is prohibited from participating in any political event and/or activity. We do not endorse individual candidates or political parties.
- The Guide Dog Foundation and America's VetDogs reserves the right to decide not to participate in any activity, event or program if it is deemed inappropriate or not in the best interest of the Foundation. Additionally, the Guide Dog Foundation and America's VetDogs reserves the right to terminate relationship with your business/organization and/or you at will.

We truly appreciate the hard work and effort put into raising the critical dollars to fund our mission. The name and reputation of our organizations are equally important.

For more information, please contact Jaime McGrade via phone at: Direct: (631) 930-9054 Toll-free (800) 548-4337 x 1154 Fax: (631) 930-9009 or, via email at [Jaime@GuideDog.org](mailto:Jaime@GuideDog.org) or at [Jaime@VetDogs.org](mailto:Jaime@VetDogs.org).