



## Third Party Fundraisers Frequently Asked Questions

### **Why do I need to submit an application?**

Komen Dallas County needs to validate each potential partner, organization or new initiative before agreeing to a relationship to ensure it fulfills our mission and is appropriate. Complete, sign and send the Application in with your Certificate of Insurance.

### **When should I submit my application?**

At least four (4) weeks prior to the event or promotion.

### **How much time should it take to approve the application and promotion materials?**

The Affiliate is fortunate that so many people and organizations are willing to raise money for our mission. However, we are a small, volunteer-driven organization. Given the volume of requests, it takes approximately three (3) working days to review the application. We encourage community fundraisers to keep this in mind when planning their events.

### **Do I need to have a Certificate of Insurance?**

Yes. This is required for all 3<sup>rd</sup> party fundraisers to protect the organization and yourself.

### **What is an expected donation?**

An expected donation is your fundraising goal. The Affiliate asks you to set this amount, so we can better understand your event and your planned contribution to the fight against breast cancer.

### **What is the Letter of Agreement?**

The Letter of Agreement formalizes the partnership between the community fundraiser and Komen Dallas County. It details event specifics (date, time, place, etc.), provides the expected donation amount and covers detailed event guidelines. It also gives the community fundraiser rights to Komen Dallas County name and logo under certain conditions. The Letter of Agreement **must** be signed by both the event organizer and Komen Dallas County. Depending on the nature of the event, you may be legally bound by a minimum donation. This will be a reasonable amount agreed upon by both parties clearly outlined in the Letter of Agreement.

### **Is there a minimum donation amount?**

Yes. Due to staffing and time constraints, the Affiliate cannot grant use of our name or logo for events or sales with anticipated net income of less than \$500. For events or sales that anticipate a net income of \$500 or more, the Affiliate will grant the use of our name. For events or sales that anticipate a net income of \$2,500 or more, the Affiliate will grant the use of our name and logo.

### **What if the event/promotion does not meet the minimum?**

Please consider not using the Komen name/logo and make a general statement that the funds raised will go to a local breast health organization of breast cancer research and support. You may use a generic pink ribbon. We would be happy and grateful to receive funds raised in this manner and would give public recognition for your donation.

### **How should the Affiliate be referred to in promotional materials?**

All promotional materials should read: "Dallas County Affiliate of Susan G. Komen®". The logo can only be used after a Letter of Agreement has been fully executed.

### **Do materials have to include the amount that will be donated to Komen Dallas County?**

The Affiliate and the Better Business Bureau mandate that the **donation percentage be communicated to the public clearly on all communications pieces** (i.e. 15% of the net proceeds will be donated...or \$7 from every ticket purchased will be donated to...)

### **Why must promotional materials be approved?**

The Komen Dallas County name and marks are our greatest assets. To protect and maintain them, we partner with organizations and individuals that are reputable and have products, interests and values that support and are consistent with our mission – a world without breast cancer. We also want to make sure that the Komen Dallas County name is referenced correctly and the portion of proceeds and/or donations are properly stated.

### **Can Komen Dallas County provide its tax ID number so a vendor can write off its in-kind donation?**

Komen Dallas County does not acknowledge third party in-kind donations (e.g. raffle, auction items, services, venue space, etc.) for tax purposes.

### **How will the Affiliate support the event? Will it publicize it?**

The Affiliate will list your event on our website. Depending on the date of your event, we may also be able to publicize your event in the quarterly email blast to constituents. Our resources are limited and the number of monthly events is high, so we cannot provide additional public relations support. We will provide breast health materials.

### **Can the Affiliate provide a speaker for the event?**

We cannot commit to being able to provide a speaker for third party fundraisers. We have to evaluate every opportunity and our limited resources carefully. To allow us an opportunity to be able to potentially identify a speaker for your fundraiser we ask for a minimum of six weeks' notice.

### **What types of event are not approved by the Affiliate?**

The Affiliate is prohibited from participating in any event/activity that has a distinctly political feel. We do not endorse individual candidates or political party groups. The Affiliate 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 Affiliate.

### **Event taking place in less than a month?**

Consider using the general pink ribbon rather than the Komen name or logo. The pink ribbon is the universal symbol for breast cancer awareness and may be used without permission. If you wish to use the pink ribbon in conjunction with a general statement such as, "funds will be used to support local breast cancer programs," no further paperwork or approval is necessary and these donations can be mailed directly to the Affiliate.