



ACKNOWLEDGEMENT OF MPN RESEARCH FOUNDATION'S POLICIES AND PROCEDURES FOR VOLUNTEER FUNDRAISING

1. No individual, party or organization may use the MPN Research Foundation name or otherwise announce to the public that an event is being held to benefit the MPN Research Foundation with prior written consent of the Foundation.
2. MPN Research Foundation must be identified as the beneficiary of the event, not the sponsor. For example, do not characterize the event as the "MPN Research Foundation Garage Sale", but rather as "a garage sale to benefit the MPN Research Foundation".
3. Events must comply with all federal, state and local laws governing charitable fundraising, gift reporting and special events.
4. MPN Research Foundation cannot provide mailing lists of donors, sponsors or vendors but, when feasible, will promote via social media and coordinate email blasts to Foundation constituents on behalf of event organizers.
5. MPN Research Foundation will list all approved events on its website (www.mpnresearchfoundation.org).
6. MPN Research Foundation cannot assist with approaching sponsors or donors on behalf of event organizers but can provide a sample fundraising letter, and when feasible, solicitation strategies.
7. MPN Research Foundation cannot advance any funds to cover expenses related to the planning of the event. The event organizer agrees to keep written receipts for all expenses to be paid from event proceeds. It is also expected that expenses will be kept to a minimum so as to donate the maximum amount of funds generate to MPN Research Foundation in support of its mission.
8. MPN Research Foundation cannot provide our sales tax exemption number to event organizers for their use.
9. If MPN Research Foundation will not be receiving 100% of event proceeds, the exact percentage of proceeds to benefit the Foundation must be stated on all event materials.
10. MPN Research Foundation kindly requests that you submit proceeds within 45 days of the completion of the event.
11. MPN Research Foundation will provide materials explaining its mission, goals and accomplishments along with newsletters and other information about our research programs.
12. The organizer(s) is solely responsible for obtaining any and all permissions, permits, licenses, approvals as required by local, state, or federal laws.



13. If your event includes a raffle, auction, or any type of gambling activity or if you plan to sell and/or serve alcohol at your event, you must obtain a license from the state and/or municipality in which the event is held. The organizer(s) is solely responsible for obtaining all licenses.

14. The organizer(s) is solely responsible for obtaining any required insurance (event, liquor liability, etc.).

I acknowledge receipt of the MPN Research Foundation Policies and Procedures for Volunteer Fundraising and agree to comply with all provisions in organizing and holding my fundraising event.

I hereby release MPN Research Foundation, its officers, directors, employees and agents from any injury or damage I may suffer as a result of my voluntary participation in this activity. I hereby agree to hold harmless and defend MPN Research Foundation, its officers, directors, employees and agents from any and all liability and any claim that I or anyone may have as a result of any injury or damage, or whatever nature, I may suffer as a result of my voluntary participation in the activity.

I hereby give permission to MPN Research Foundation to use my name or image by way of a photograph, video or audio format taken of me and/or my participants during my event provided to MPN Research Foundation by me, in any promotional materials publications or any other digital media.

Type of Event: _____

Date and Location of Event: _____

Signature: _____ Date: _____

Print Name: _____

Address: _____

Phone: _____ Email: _____

MPN Research Foundation

Signature: _____

Print Name: _____

Title: _____

Date: _____