



Guidelines for Special Events

☼ Special events or third party events, are fundraising initiatives organized, staged, funded and executed by a community group, club, business or individual(s) who wish to raise money on behalf of the Down Syndrome Association of Greater St. Louis. Past special events have included activities such as: dinner parties, school fundraisers, office parties, golf outings/tournaments, jewelry sales, yard sales, bake sales, trivia nights and mouse races.

☼ Any fundraising event for the benefit of the Down Syndrome Association of Greater St. Louis must be approved in advance by the DSAGSL office. A special event application form including expense and revenue estimates (enclosed) must be completed and filed with the DSAGSL's office no less than **30 days prior** to the proposed event date before approval can be granted.

☼ Events should fit the mission and convey the appropriate image for the Down Syndrome Association of Greater St. Louis. For the purpose of this contract, offensive and unlawful behavior shall pertain to any conduct deemed offensive to the DSAGSL in light of the DSAGSL's mission statement and the fundraising purposes for which the event is conducted. The DSAGSL reserves the right to withdraw its endorsement of any event and/or refuse any fundraising proceeds from events deemed offensive.

☼ The Down Syndrome Association of Greater St. Louis requires expenses and revenue should be established by the event organizer and **submitted within 30 days** to the DSAGSL office on the special event application form (enclosed) for review before the event.

☼ In naming the event, the Down Syndrome Association of Greater St. Louis should not be used in the title, but rather listed as the beneficiary of the event. For example, organizers should not refer to the event as the "Down Syndrome Association of Greater St. Louis Golf Tournament;" instead, it should be promoted as "Golf Tournament to benefit the Down Syndrome Association of Greater St. Louis."

☼ The Down Syndrome Association of Greater St. Louis does not release its proprietary mailing lists to third party organizations. The DSAGSL will promote third party events, wording provided by organizer, through our e-blasts.

☼ Events must comply with all federal, state, and local laws governing charitable fundraising, gift reporting and special events. The event organizer is responsible for obtaining any necessary permits and clearances required by the government. The event organizer must also obtain appropriate insurance coverage, if necessary.

☼ If an organization plans to solicit contributions, sponsorship, or in-kind gifts from businesses, the list of potential business sponsors **must** be reviewed and approved by the Down Syndrome Association of Greater St. Louis before being approached in any manner. Please remember many local organizations have a long-standing history of involvement with the DSAGSL and this review is necessary to avoid duplicated efforts.

☼ The sponsoring organization must submit event proceeds to the Down Syndrome Association of Greater St. Louis within 45 days of the event. The DSAGSL encourages scheduling an appointment for a personal check delivery to the office in order to photograph a check presentation. Otherwise, a check should be mailed to:

Down Syndrome Association of Greater St. Louis
Attn: Special Events Manager
8420 Delmar Blvd., Suite 200
St. Louis, MO 63124
info@dsagsl.org

☼ The Down Syndrome Association of Greater St. Louis is authorized to have complete access to all fundraising activities and is authorized to audit such records at completion of the event or at any time during the fundraising activity as deemed necessary by the DSAGSL. According to our 501(c)(3) status, no individual may keep any portion of the proceeds as profit or compensation for organizing the event.

☼ When beneficiary status of an event is to be shared between the Down Syndrome Association of Greater St. Louis and other organizations, DSAGSL must have the opportunity to approve beneficiary status for any fundraising initiative or event. All beneficiaries of an event should be listed on invitations, promotional items, and press releases.

☼ The event organizers must seek approval from the Down Syndrome Association of Greater St. Louis office to repeat the event in each succeeding year.

☼ What the Down Syndrome Association of Greater St. Louis employees **can do** to assist with your event, in accordance with our organization's policies:

- ✓ Attend events or check presentations, as schedule allows.
- ✓ Acknowledge direct contributions to the Down Syndrome Association of Greater St. Louis in accordance with organization's policies.
- ✓ Provide a letter of authorization to validate the authenticity of the event and its organizers.
- ✓ Promote third party events through e-blasts.

☼ What the Down Syndrome Association of Greater St. Louis employees **cannot do**:

- ✓ Guarantee attendance of employees, members or volunteers at the event.
- ✓ Promote, publicize or sell tickets for your event.
- ✓ Provide the DSAGSL's tax exemption number.
- ✓ Provide funding or reimbursement for expenses.
- ✓ Provide mailing lists of donors, vendors, board members, employees, etc.
- ✓ Provide Down Syndrome Association of Greater St. Louis letterhead.