



Third-Party Event Guidelines

Thank you for sharing the mission of the Beyond Batten Disease Foundation (BBDF) to eradicate Batten disease. Third-party events are very important in helping to raise funds and awareness for the Foundation, and your efforts are greatly appreciated.

A third-party event is an event or promotion sponsored by a person or organization that supports Beyond Batten Disease Foundation. Please be mindful of the guidelines below to ensure your event is planned and executed in a manner that best benefits the Foundation and that the BBDF remains in compliance with all state and federal regulations.

1. All third-party event organizers must complete and submit a third-party event registration form for approval by the BBDF.
2. The BBDF cannot accept money from any event or promotion where the primary source of income or central activity is the sale of liquor, firearms, or tobacco.
3. Organizers are responsible for underwriting all of the event costs, recruiting volunteers for the event, publicizing the event, and working at the event.
4. The event should not represent the BBDF as endorsing any product, film, organization, individual, or service.
5. The BBDF must approve all promotional materials, including advertising, letters, brochures, flyers and press releases prior to production or distribution.
6. BBDF may only be identified as the beneficiary of the event, rather than the event host or sponsor. (i.e., XYZ Event benefitting the BBDF.)
7. Event organizers are responsible for obtaining all necessary permits, including those for raffles, gambling activities, and selling and/or serving alcohol.
8. Event organizers must obtain their own liability insurance to cover the event. BBDF's insurance policy does not cover third-party events.
9. The organizer must secure permission from the BBDF in advance to solicit any businesses for donations or sponsorship to avoid duplication with the Foundation's efforts.
10. BBDF cannot make any investment, pay for, or reimburse any expense incurred as a result of a third-party event. This means that the event/promotions sponsor must pay all expenses prior to remitting the net proceeds to Beyond Batten.
11. Event proceeds must be submitted to BBDF within 30 days from date of event, and BBDF should receive a complete accounting of all funds collected and expenses related to the event.
12. For legal reasons, if BBDF does not receive all of the event proceeds, the public must be informed of the net amount that will be donated to BBDF. All promotional materials must clearly state the exact percentage of the proceeds and/or the portion of the ticket price that will benefit BBDF.
13. Unless the organizer is registered as a 501(c)(3) organization, donations made payable to the organizers do not qualify as a charitable, tax deductible contribution. Donations made payable to the BBDF are tax deductible to the full extent of the law.

Thank you for your support of the Beyond Batten Disease Foundation! If you have any questions, please contact Suzanne Kho at skho@beyondbatten.org or 512.275.2600.