

SSPF GUIDELINES FOR EVENT

- I. The SSPF fundraising committee will review applications for approval. Applications must be submitted 60 days prior to an event to allow time for approval and the organizational efforts on your part.
- II. Neither the name “Sam Schmidt” or the “Sam Schmidt Paralysis Foundation” may be used by an individual or organization without the expressed written consent of SSPF.
- III. While we wish a member of SSPF’s staff or Board was able to attend each event, travel schedules may not permit their appearance.
- IV. SSPF will provide a sample press release for your use. Please do not alter the mission statement of SSPF.
- V. In order to provide donors with proper tax records for their donations, unless your organization has a 501 (c)(3) status from the IRS, checks should be made out to the Sam Schmidt Paralysis Foundation. SSPF will then send an acknowledgement for their tax purposes.
- VI. We request an accounting of funds raised within thirty days of the conclusion of the event and receive proceeds within 60 days. This information is needed on a timely basis in order to properly thank all of the donors and comply with IRS regulations.
- VII. If you intend to give any gift/goods or services in exchange for a donation, please include this information in your application.
- VIII. Upon approval and prior to your event, we ask that you forward a certificate of insurance from the company insuring your event and naming the Sam Schmidt Paralysis Foundation as an additional insured.
- IX. After reviewing your application, SSPF may impose restrictions or conditions upon the approved fundraiser.