

## **MGA Third-Party Fundraising Event Policies and Guidelines**

### **Use of MGA Name and Logo**

Any fundraising project/event created, organized and operated by a third-party for the benefit of the Myasthenia Gravis Association of Western Pennsylvania ("MGA") and using MGA images or logos in any promotions ("Third-Party Event") must be approved in advance in writing by MGA. This requirement applies to all electronic and printed materials referencing MGA. Any copy referencing MGA used on specialty items such as t-shirts, caps, hats, pins, mugs, etc. must be submitted to MGA for written approval prior to production.

### **MGA as Beneficiary, Not Sponsor**

MGA is the beneficiary, rather than sponsor, of all third-party events. MGA will take no part in or responsibility for the organization, administration, or conduct of the third-party event. Promotional materials that use the MGA name must incorporate the following statement: "proceeds to benefit the Myasthenia Gravis Association of Western Pennsylvania" or "MGA".

### **Soliciting Sponsors**

Please remember that many local organizations already support MGA and may not wish to make an additional contribution through your third-party event. Events should complement the mission and image of MGA. Companies that conflict with MGA's mission or values are not suitable sponsors. MGA prohibits sponsorship by tobacco and firearm companies or others that do not support the health and well-being of the community. You must submit to MGA a list of your sponsors at least ten (10) days prior to your event. MGA reserves the right to deny sponsorship to any individual or entity that does not support MGA's mission or values in MGA's sole discretion.

### **Expenses/Proceeds**

When planning your third-party event, it is recommended that expenses be less than 30 percent of the total event income collected. If the fundraising event expenses are greater than the total income collected, the third-party event organizer is responsible for paying the difference. MGA will not assume liability for any third-party event expenses. Fundraising projects and events must be financially self-sustaining without contribution from or financial risk to MGA. All third-party event expenses are the responsibility of the third-party event organizer and must be paid before net proceeds are given to MGA. MGA will only accept the net proceeds of a third-party event. MGA is not financially or otherwise liable for the promotion, staging, operation or administration of third-party events. Events should submit one check with net proceeds to MGA, not individual checks. You hereby indemnify and hold harmless MGA for all event expenses, costs and other liabilities.

### **Tax Advice**

Third-party event organizers should not provide tax advice to third-party event contributors. Organizers should refer individuals to tax or legal counsel for information.

## **Organizer's Compliance with Legal Obligations**

The third-party event organizer is responsible for obtaining all necessary permits, licenses, insurance and permission from local authorities. MGA will not be liable for any injury sustained by third-party event volunteers or participants related to an event benefitting MGA and will not assume any type of liability for a third-party event. Any event that includes charity gaming activities must obtain the proper licenses from the Pennsylvania Gaming Commission and any local authority. The third-party event organizer is solely responsible for the design and implementation of the event, including safety precautions. Third-party events must comply with all relevant federal, state and local laws.

### **Insurance**

We recommend third-party event organizers obtain or have in place adequate insurance covering the event and naming MGA as additional insured under the policy. Third-party event organizers must provide MGA with a certificate of insurance showing MGA as additional insureds under the policy if requested by MGA.

### **Alcohol**

If alcohol is present at an event, proof of age must be required and signs posted to that effect. All required permits must be obtained. Alternative means of transportation are recommended to be available to attendees and/or participants. You are solely responsible for all actions resulting from the presence and serving of alcohol at your third-party event. You hereby indemnify and hold harmless MGA and its officers, directors, employees and agents from and against any and all liability, damages, injuries, including death, and other losses as a result of your third party event, including the presence of and serving alcohol at your third party event.

### **Cancellation/Disassociation by MGA**

MGA, in its sole and absolute discretion, may cancel a third-party event or disassociate with a third-party event at any time if these Third-Party Event Guidelines are not satisfied, or if it is determined that the third-party event does not honor MGA's mission, vision and core values. Any expenses incurred by you prior to cancellation shall be your responsibility and MGA shall have no obligation to pay or reimburse you for any such expenses as a result of cancellation of the event.

#### **MGA, in its sole and absolute discretion, may not approve third-party events if they:**

- Take place in a 21 and older establishment and/or are centered around alcohol
- Require MGA endorsement of a product or service or MGA participation in direct sale of a product or service
- Involve an agreement to raise funds on a commission, or bonus basis
- Compete or conflict with an already established or scheduled event to benefit MGA

#### **MGA, in its sole and absolute discretion, will not approve third-party events if they:**

- Utilize telephone or door-to-door solicitation
- Fail to comply with any municipal, county, state and/or federal law
- Fail to obtain any necessary permits or insurance
- Involve promotion of a political party, candidate or potential candidate
- Involve unusual risk that could expose MGA to liability
- Involve companies and/or products that do not support the health and well-being of the community
- Do not honor MGA's mission, vision and core values