



Terms & Conditions for Team/Individual Fundraising Event Benefiting Pedal the Cause

Thank you for making **Pedal the Cause** the beneficiary of your Team/Individual Fundraising Event.

As you begin your planning process, please review the guidelines below before completing the appropriate application. Questions? Contact Tania Facemyer at tania@pedalthecause.org.

Pedal the Cause encourages Team/Individual Fundraising Events (i.e. golf outings, marathons, happy hours, raffles, trivia nights, “casual for a cause” days, etc.) benefiting the organization. If you have an idea or plan for an event that will benefit Pedal the Cause, follow these simple guidelines:

Definition of a Team/Individual Fundraising Event: any activity by a non-affiliated group or individual where Pedal the Cause has no fiduciary responsibility and little or no staff involvement.

Event Application and Approval

Complete an application and submit a signed Team/Individual Fundraising Event Contract. All events must be approved by Pedal the Cause in advance. This is an important safeguard to preserving the integrity of the Pedal the Cause name and our commitment to raise the funds necessary to fulfill our mission in a cost-efficient and effective manner.

- We will review your plan and do our best to contact you within approximately **10 days**.
- While we are able to provide guidance for your event, we do not have the personnel to handle the organizational and administrative tasks associated with Team/Individual Fundraising Events. Therefore, you are responsible for all details of the event including: covering costs associated with hosting your event; recruiting volunteers to help out at the event; creating flyers to publicize the event; and working at the actual event.
- The event must be promoted in a manner to avoid statements or the appearance of Pedal the Cause endorsing any product, firm, organization, individual or service. It must clearly be stated that Pedal the Cause is only the beneficiary of the event.
- The organizers of the event must inform Pedal the Cause of any potential sponsors or underwriters for the event before you secure them, to avoid conflict established with Pedal the Cause relationships. It is important for your sponsors to understand that Team/Individual Fundraising Events are not official Pedal the Cause events; therefore, they will not receive a tax receipt/acknowledgement for their donation.

PEDALTHECAUSE.ORG

900 Spruce Street, Suite 125 | St. Louis, MO 63102 | 314.787.1990 | info@pedalthecause.org

Marketing & Promotion

- Pedal the Cause must approve all promotional materials, including but not limited to advertising, letters, brochures, flyers and press releases prior to production or distribution.
- All promotional materials must clearly state the percentage of proceeds that will benefit Pedal the Cause. For example, “80% of all net proceeds benefit Pedal the Cause” OR “Three dollars of every raffle ticket sold will benefit Pedal the Cause.”
- Pedal the Cause can provide to you informational materials promoting the organization, its goals and accomplishments. Advance notice is needed regarding the quantities needed for the event.
- If desired, Pedal the Cause will include your Team/Individual Fundraising Event on our Calendar of Events web page, promote through social media and in upcoming events in our e-news.
- Event organizers are responsible for complying with laws and obtaining all necessary permits, especially for raffles and/or games of chance.
- Pedal the Cause will not provide mailing lists for donors, volunteers, or sponsors for fundraising purposes and is unable to mail information on behalf of the event.
- Pedal the Cause will do its best to provide a speaker (staff member, researcher, survivor) for the event if requested at the time of applications.

Event Insurance/Liability

- Event organizers must obtain their own liability insurance to cover the event. Pedal the Cause is not financially liable for any part of Team/Individual Fundraising Events.
- If you are conducting a sporting event, participants must sign a waiver.
- Copies of necessary insurance with Pedal the Cause listed as additional insured must be submitted to Pedal the Cause 30 days prior to the event.

Event Expenses

- Pedal the Cause will not be liable for any costs or expenses. Expenses incurred for conducting the event are the responsibility of the hosting volunteers and the organizer of the Team/Individual Fundraising Event.
- We are not legally able to provide our Missouri Department of Revenue sales-tax letter for Team/Individual Fundraising Events.
- Event costs should be deducted from the funds prior to sending the donation to Pedal the Cause.

Event Income

- Event organizers are responsible for maintaining accounting for the event.
- Event organizers agree to not use Pedal the Cause's tax exemption in any manner or as part of the promotion of your event, nor will you represent to the public that you enjoy any tax exempt rights or privileges as result of your role in the event (unless you have a separate tax exempt status), nor will you state that any portion of the purchase price for any goods or services at the event is tax deductible for charitable purposes.
- Please have participants make checks payable to the entity or individual organizing the event. Do not make any statement or action that would imply that an individual's payment is tax-deductible. Sponsors, underwriters or participants may not have the option of writing checks for the event to Pedal the Cause for tax purposes; the IRS does not allow tax deductions for an individual's donation to a community fundraising event or product promotion.
- All donation checks must be payable directly to Pedal the Cause if they would like a receipt.
 - Only checks payable to Pedal the Cause clearly labeled with the donors information, will be provided with a tax deductible acknowledgement letter in accordance with IRS and State tax regulations.
- Within 30 days following the event, organizers should submit the final net proceeds from the event to Pedal the Cause, designating the team and/or riders the donations are to be directed.
- Donations should be submitted to:

- Pedal the Cause
Attn: Team/Individual Fundraising Event
900 Spruce Street, Suite 125
St. Louis, MO 63102

IN NO EVENT SHALL PEDAL THE CAUSE BE LIABLE TO THE TEAM/ INDIVIDUAL FUNDRAISING EVENT ORGANIZER OR ANY PARTICIPANT FOR ANY INJURY OR DAMAGES, OR FOR SPECIAL, INCIDENTAL, DIRECT, INDIRECT OR CONSEQUENTIAL DAMAGES HOWEVER ARISING.

These guidelines are part of the Team/Individual Fundraising Event Agreement. Please sign below to confirm your understanding and agreement with the terms set forth to be included with your fundraising event form.