

THIRD-PARTY FUNDRAISER

Policies & Procedures



**Autism
Society**
Northwestern
Pennsylvania

3308 State Street
Erie, PA 16508
(814) 455-3540
info@autismnwpa.org

Welcome

Thank you for your interest in hosting a third-party event!

Your enthusiasm is greatly appreciated, and we look forward to working together for a successful and memorable occasion. Let's make it unforgettable!

Hosting a third-party fundraiser benefiting Autism Society NWPA is an exceptional opportunity to make a profound and positive impact on the lives of individuals on the autism spectrum and their families. As a host, you become an essential catalyst for change and progress, promoting awareness, acceptance, and support for a cause that is both meaningful and far-reaching.

As a third-party host you have the power to create positive change in your community! Your commitment to help us raise funds enables us to provide the essential services and support that so many families rely on.

As a direct result of your efforts, ASNWPA will be able to provide.

- Essential Therapeutic Programming: empowering growth and well-being.
- Family Support: building strong connections, providing care, and a community of understanding.
- Community education for workplace neurodiversity: embrace differences, promote inclusion, and harness unique talents.

THE CONNECTION IS YOU.™

WHO WE ARE

Over the past 25 years, Autism Society NWPA has been at the forefront of providing comprehensive support and advocacy for individuals living with Autism. Our organization has grown from its humble beginnings with eight dedicated parents to becoming a widely recognized nonprofit in our community.

Throughout our history, we have consistently emphasized the importance of recognizing and respecting the diverse needs and experiences of individuals with Autism. We understand that each person with Autism has unique goals, desires, and requirements for support, and we strive to provide personalized services to address these individual needs.

Autism Society NWPA has a proven track record of providing vital resources, educational programs, and community services to enhance the lives of those affected by Autism.

MISSION

We create connections, empowering everyone in the Autism community with the resources needed to live fully.

VISION

Creating a world where everyone in the Autism community is connected to the support they need when they need it.

WHY AUTISM SOCIETY NWPA

We rely entirely on fundraising dollars to sustain our work. Your financial contributions play a vital role in enabling us to continue our support of individuals living with Autism and their families.

Every dollar donated directly impacts the programs and services we provide. Your support ensures that we can create a positive and lasting impact in the lives of those affected by Autism.

We are proud to be professional stewards of your donations, ensuring they are utilized effectively for the betterment of individuals and families affected by Autism.

WHAT IS A THIRD-PARTY FUNDRAISER

Individuals, businesses, or groups can host or sponsor an event to raise funds for the Autism Society Northwestern Pennsylvania. This kind of activity is called a “third-party” event.

Autism Society NWPA is fortunate for the great opportunity and support of people and organizations throughout our region. Often, people spend their own time, money, and effort organizing a fundraiser to benefit the Autism Society NWPA. These fundraisers vary in types and sizes.

No matter the type or size of the fundraiser, we, at the Autism Society NWPA, are extremely grateful to you for considering us as a beneficiary of your fundraising activities. We appreciate your efforts to help us support individuals and families living with Autism in our local community.

TYPES OF THIRD-PARTY FUNDRAISERS:

- A group or individuals host an event or activity and make the Autism Society NWPA the beneficiary. Example: An individual hosts a Rummage Sale benefitting the Autism Society NWPA. All funds from the sales goes to the Autism Society NWPA.
- Autism Society NWPA can “piggyback” on an existing event, adding a third-party element, and receive the income produced from the event. Example: A school is having a Community Fun Day and they would request cash donations to go to the Autism Society NWPA in lieu of an admission fee.

HOW WE CAN HELP

Autism Society NWPA is proud to offer support for third-party fundraising events by provide the following:

- A letter of authorization to validate the authenticity of the fundraising event.
- Information brochures or fact sheets about our family supports, education, and therapeutic programming.
- Attendance at the event and/or check presentation to receive the proceeds by a member of our staff or board of directors, based on availability.
- Use of our logo and name upon review and approval of event and materials.
- Written tax receipts to donors who make checks payable to Autism Society NWPA.

PROCEDURE

1. Complete the online event proposal form 60-days prior to the event
2. Contact info@autismnwpa.org to set up an appointment to discuss your ideas and/or application for the event.



bit.ly/AutismNWPAFundraiserApplication

PLEASE NOTE: Due to our signature annual fundraiser as well as national Autism Acceptance events throughout the month of April, we can not guarantee staff, board or volunteers support for their party events during the month of April.

THIRD-PARTY FUNDRAISER GUIDELINES

The Autism Society NWPA has a list of guidelines that we ask all individuals and organizations to follow when fundraising on the Autism Society NWPA's behalf.

1. You may not use the Autism Society NWPA name or logo or otherwise indicate to the public that an event is being held for the benefit of Autism Society NWPA without the prior express written consent of an authorized representative of the Autism Society NWPA. You may not make public announcements or promote the event until you receive written approval of your third-party fundraiser application from us.
2. Our official logo should be appropriately used for your event and may not be altered in any way. Any use of the logo must adhere to established graphic standards, which we will provide.
3. All fundraising events MUST comply with all applicable relevant local, state, and federal laws.
4. If any type of promotion person or company is engaged to coordinate the benefit, we must be notified immediately. Compensation to promoters shall not be based on commission or percentage of monies raised. Autism Society NWPA will decline to participate in any fundraising event using paid solicitors to request donations or sell products by phone. Pennsylvania Charitable Solicitation Act requires that any individual or entity (not paid staff) contracted to do fundraising must be registered with the Bureau of Charitable Organizations. [See <https://www.dos.state.pa.us>, click on "Charities," then "Charitable Solicitation Act" for the definition of "professional fundraising counsel" and "professional fundraising solicitor" to determine registration requirements.]
5. The third-party fundraising event should not conflict with the mission and vision of the Autism Society NWPA and be in good standing with the community.
6. Autism Society will not be responsible for any expenses incurred for a third-party fundraising event.
7. Autism Society NWPA is not financially liable for the promotion and/or staging of any third-party fundraiser.

8. You agree that you will not use our 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 a result of your role in the event. 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.
9. Autism Society NWPA may receive funds from other similar promotions. Our acceptance of your application creates no exclusive rights for you. However, any events that compete or conflict with an Autism Society NWPA's already established or scheduled event will not be approved.
10. You may not set up a temporary bank account in Autism Society NWPA's name.
11. You may not keep any portion of the proceeds as profit or compensation for organizing an event.
12. Publicity for your event may not imply that the event is sponsored or co-sponsored by Autism Society NWPA or that we are involved as anything but the beneficiary. We may be identified only as Autism Society Northwestern Pennsylvania or Autism Society NWPA. For example, you may NOT call an event "The Autism Society NWPA Walk-a-Thon." Your event should be promoted as "The Walk-a-Thon to benefit Autism Society NWPA"
13. We have made a commitment to our staff, members and donors that we do not sell or provide others with our donor, members, or staff mailing lists.

MARKETING ASSISTANCE

The Autism Society NWPA is willing to help promote your fundraising event through our social media channels, website, and direct email. The appropriate media should be provided to the office for the promotion.

Autism Society NWPA is happy to provide brochures and other informational materials promoting and explaining our goals and accomplishments. Please let us know your needs in this area as soon as possible, so we can have sufficient quantities for your event.

Due to limited staff size and programming obligations, ASNWPA may not be able to provide in person support for third-party events.



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Autism Society Northwestern Pennsylvania is a non-profit organization exempt from Federal tax under section 501c (3) of the Internal Revenue Code. "The official registration and financial information of Autism Society - Northwestern Pennsylvania may be obtained from the Pennsylvania Department of State by calling toll free within Pennsylvania (800) 732-0999. Registration does not imply endorsement."