

## DIY (Do-It-Yourself) Fundraiser Guidelines and Disclaimer for DIY Event Organizer

Thank you for hosting a Do-It-Yourself (DIY) Fundraiser to benefit Feed Our Flock("FOF"). We are thrilled to team up with you to support families in the Milford Exempted Village community. A DIY Fundraiser is any fundraising activity hosted by an individual or group not affiliated with FOF and where FOF has no fiduciary or other responsibility.

By hosting a DIY Fundraiser, you agree to abide by the following guidelines:

As the benefitting organization, FOF agrees to:

- Provide guidance about your fundraiser
- A limited, non-exclusive license to use the FOF logos. Use of these logos is limited to activities surrounding the specific fundraiser you are hosting on behalf of FOF. No other licensing or use rights are granted
- Opportunity to feature the fundraiser on the FOF website events calendar and Facebook page
- Acknowledge all donations greater than \$75 if checks are made out directly to FOF or online

As the event organizer, you agree to:

- Clearly state that the proceeds (or what percentage of the proceeds) of the event will benefit FOF. If splitting funds between multiple charities, FOF shall receive (at a minimum) an equal share to the organization receiving the highest percentage of funds.
- Send FOF proceeds within 30 days after the fundraiser ends
- Not raise funds on a commission basis
- No aspect of the event should include promotion, support or opposition of a political candidate or political party, or otherwise appear to endorse political activity
- Be responsible for all expenses, insurance, liabilities, permits and advertising for the fundraising activity
- You may not establish a bank or other deposit account in the name of Feed Our Flock
- Make your event as accessible as possible to people with disabilities
- Under no circumstances will third party expenses flow through FOF
- All donations that need to receive acknowledgement from FOF must be made directly to FOF. All pooled donations are considered one single donation.
- If payments are made to the host, then they are not tax deductible

Feed Our Flock cannot:

- Assume liability for your fundraisers planning or execution – including all promotion, sponsor solicitation, set-up, staffing (including volunteers) or the collection and management of funds / donations
- Endorse products, firms, organizations, individuals or services
- Provide donor, volunteer or celebrity contact information, mailing lists, press releases or formal advertising
- Incur expenses, endorse, provide any funds or solicit sponsorship for your event
- Extend sales tax exemptions on purchases or similar expenditures

Disclaimer: You acknowledge that FOF will only serve as the benefitting party of your fundraising activity. Your actions are voluntary and FOF has no contractual, supervisory, joint venture or other relationship that gives rise to any duties, benefits, liabilities or other responsibilities. You agree to indemnify and hold FOF, including its respective employees and agents, harmless from and against any

and all costs, losses or expenses, including reasonable attorney fees, that it may incur by reason of any claim or suit arising out of (a) Property damage or personal injury or death resulting from the activities conducted at your fundraiser; or (b) False or deceptive advertising.