



**Thank you for your interest in supporting the Down Syndrome Association of Connecticut. We couldn't do this work without friends like you.**

Please review the information below. Then, email Shanon McCormick at [smccormick@mydsact.org](mailto:smccormick@mydsact.org) with information about your plans. We are happy to answer questions or assist you in any way our resources allow.

### Planning Your Event

- The group or individual holding the event must represent themselves as third-party fundraiser rather than employees of DS ACT
- DS ACT reserves the right to disassociate itself from any event or project that does not comply with our mission, principles, policies, or guidelines
- Due to limited resources, DS ACT can provide no or only limited staff/volunteer support for events
- When an athletic or sporting event is planned, all participants must sign a waiver or a release form, which the event organizer shall deliver to DS ACT following the event's conclusion
- We work with various sponsors in connection with our mission. Before you begin fundraising, please speak with our operations coordinator to ensure there is no conflict with DS ACT sponsors
- Any publicity material using DS ACT's name and/or logo must be reviewed and approved **before** printing/publishing. This includes, but is not limited to, invitations, press releases, newspaper or newsletter articles, merchandise, fliers, etc
- DS ACT may use information about the event (e.g., photos, attendance, dates, location) for DS ACT purposes (newsletter, website, marketing material, etc.).

### Guidelines for Fundraising

If event expenses are greater than the total collected, the group conducting the event is responsible for payment of these additional expenses

- All fundraising is to be conducted for the exclusive benefit of DS ACT
- Fundraising for the benefit of other organizations or individuals must be approved before the event by the DS ACT board of directors

- DS ACT cannot solicit sponsorships or in-kind sponsorships, such as printing or silent auction items for any third-party fundraising event; additionally, we request that organizers notify us of sponsors or donor items to avoid making additional requests from the same source later in the year
- DS ACT does not provide donor contact information
- DS ACT will not accept gifts from companies whose requests for public recognition are incompatible with our mission or principles
- The event must meet all applicable local, state, and federal laws and regulations
- All promotional materials must clearly state that the event or fundraiser will benefit the Down Syndrome Association of Connecticut. **Suggested language: “All proceeds will be for the benefit of the Down Syndrome Association of Connecticut” or “25 percent of the ticket price will benefit the Down Syndrome Association of Connecticut.”**

### Liability and Changes

DS ACT is not involved in organizing or supervising the event; the sponsors agree to defend, indemnify, and hold harmless the Down Syndrome Association of Connecticut, Inc. from any and all claims and liabilities in any way related to the event. The event organizer agrees to advise DS ACT of any changes in the event.

DS ACT may require proof of event insurance and require that it be named as additional insured before approval.

### How the Down Syndrome Association of Connecticut Can Help Event Organizers

- Acknowledge direct contributions to DS ACT
- Approve the use of the DS ACT logo and/or name and provide them in an appropriate format
- Assist the third party in obtaining all required licensure for solicitation to benefit a charitable organization
- Provide a letter of support to validate the event's authenticity and its organizers' fundraising efforts
- Provide limited DS ACT materials, such as brochures, branded awareness items, etc., for the event
- Provide information about the event on the DS ACT website or social media platforms, including a link to the event's or organization's website
- Assist with press releases announcing and/or promoting the event, if desired
- Advance up to \$300 for refundable deposits that may be required to secure a venue or an entertainer. In limited circumstances, other expenses may be considered for coverage on a case-by-case basis.