



Third Party Fundraiser Guidelines and Form

Thank you for your interest in hosting a fundraiser to support the efforts of the Autism Society of Texas! Our mission is to improve the lives of all those impacted by autism by connecting individuals and families to information, resources, and support throughout Texas. We could not carry out our mission without the support of wonderful community members like you!

Please read the following carefully and then fill out the below form to help us get a better idea of your event and how we can best support you. Once we receive this form, we will review it and follow up with you.

GUIDELINES: Because we are an affiliate of the Autism Society of America, below are some rules and guidelines that we ask you to follow in order to comply with both the national and our own local standards.

- Your fundraiser and all related details/items must be approved by our committee to make sure everything falls within the Autism Society's guidelines and stays consistent with our mission.
- Potential third-party fundraisers must support our mission and organizers must be in good standing with the Autism Society.
- The Autism Society will only notify our constituents of the event details, such as date, time and place and cannot ask them for further participation i.e. additional fundraising, etc.
- Any and all use of our affiliate logo and organization name for marketing and promotion purposes must be approved by us.

Each potential fundraiser will be considered individually; however, the following may not be approved by our committee:

- Any event that falls too closely to a large Autism Society fundraiser
- Any event that relies too heavily on our staff and/or volunteer base
- Any event that requires us to sell merchandise, tickets, coupons, etc. or provide the above to be sold; however, you are allowed to acquire merchandise on your own and suggest a donation amount for that merchandise (i.e. "X amount for registration or suggested donation amount"). Items being sold **MUST** be approved by the Autism Society.

CONTACT INFORMATION:

Company/Business Name:

Contact Name:

Title:

Address:

Phone:

Email:

YOUR EVENT INFORMATION (this information must be confirmed before your event is approved)

Name of event:

Date of event:

Time of event:

Location:

Event Description:

What is your connection to autism?

What is your estimated revenue for this event?

What percentage of revenue do you believe will be used to cover expenses, if any?

Will businesses be contacted for in-kind donations and/or sponsorships? Yes/No

If so, please list them below for our committee to review:

How do you anticipate the Autism Society receiving funds? We accept checks or online donations through our website under "Donate." This MUST be a one-time deposit or payment; we cannot accept funds that involve reimbursement and/or disbursement of funds due to accounting complications.

Do you plan on using our logo and/or business name, program information, etc. in marketing materials? If so, please list them below for review by our committee.

Please let us know how involved you expect our staff and/or volunteers to be in your event.

Do you have any additional questions, comments, and/or concerns?

It is helpful to us for you to keep track of all event information and data to the best of your ability (number participated, etc.). This helps us track important information that will continue to improve our efforts and services.

By signing/stating your name below, you agree to the terms and guidelines listed by the Autism Society of Texas.

Signature/Name: _____

Date: _____

Please return this to the Autism Society of Texas for review.

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