Community Fundraising Opportunity

Thank you for making the decision to organize a community fundraiser with a goal of helping our mission. Global Hydranencephaly Foundation (GHF) works to provide individualized support, resources, and services to families across the globe that have had their lives touched by a diagnosis of this rare neurological condition. With reliance solely upon the generosity of our community of support to help us fulfill the needs of the families we represent, we are wholeheartedly appreciative of your efforts and look forward to helping you achieve the goals set for your event. In order to ensure that this process is as efficient and straightforward as possible, we have created a list of guidelines to assist with your planning efforts which must be read and maintained throughout planning, organization, and hosting of your event. In addition, please make sure that your event is in line with the mission of Brayden Alexander Global Foundation for Hydranencephaly, Incorporated; doing business as Global Hydranencephaly Foundation (GHF).

GHF is a 501(c)(3) non-profit organization. We cannot, however, extend our tax-exempt status to your efforts when making event-related purchases.

Our Mission: The Global Hydranencephaly Foundation is a family driven nonprofit organization dedicated to providing families faced with a diagnosis of hydranencephaly, the opportunity to help their child live the quality of life he or she deserves. The family-to-family resource network is the foundation of this mission; an ideally structured, multi-faceted community for the dissemination of invaluable information, sharing of effective care management strategies specific to the unique circumstances a family faced with diagnosis of this rare neurological condition may encounter, and individualized, life-long support. Emphasis is placed on the development of empowered parent advocates, strengthened by availability of comprehensive information, geographically tailored resources, and a confident awareness of the rights children have to quality, compassionate care without discrimination. We embrace the opportunity for continuous growth through the expansion of additional collaborative partnerships with like-minded organizations and reputable community businesses. Through community-based awareness campaigns and the planned infiltration of the medical community, we aim to conquer the misconceptions that exist surrounding this diagnosis and portray a clearer picture of the possibilities that exist for these children; giving multiple reasons to

“Believe in the Impossible!”

Not only do we look forward to partnering with you on your fundraising endeavors, we wish you the greatest of luck in your efforts and commit to offering the support necessary to ensure nothing less than a successful event. If you have any questions, please contact Ali Harper, Founder & President 573-280-2412 via text or call, or President@HydranencephalyFoundation.org
FIRST STEPS

- Notify GHF of your intention to sponsor a fundraising event, at minimum 6-weeks in advance.
- Submit a Community Fundraising Agreement for approval by our Board of Directors (see below)

FUNDRAISING ESSENTIALS:

- All fundraising shall be done on behalf of Global Hydranencephaly Foundation. Please remember that your fundraising event will not be a GHF-sponsored event, but an event to raise funds for GHF. A suggested way of promoting your event is: “All funds raised will go to support the mission of Global Hydranencephaly Foundation.”
- As a not-for-profit organization with limited funds, keep in mind that GHF cannot offer financial support for your fundraiser.
- The trademarked Global Hydranencephaly Foundation logo, including Bennett Buzz-Bee and the mantra “Believe in the Impossible!” in association with the logo; must be used “as is” on all marketing pieces for your event unless otherwise submitted for approval by GHF.
- Please refer to the foundation as none other but the following: Brayden Alexander Global Foundation for Hydranencephaly, Incorporated doing business as Global Hydranencephaly Foundation, Global Hydranencephaly Foundation, or simply GHF.

MARKETING AND PROMOTION

- We will be happy to share your event details on our website, through official GHF social media accounts, through our partner opportunities, and in the monthly GHF e-newsletter; this option available only to those third-party events that donate 100% of the event proceeds to Global Hydranencephaly Foundation, others considered on a case-by-case basis.
- Since this is a fundraising event, we encourage you to utilize every free opportunity to promote and advertise in order to see the biggest success with the smallest investment.
- We will custom design promotional digital media for use on publicity materials solely for the purpose of promoting and staging the event, including our trademarked logo. Please note that GHF reserves the right to approve the use of its name and trademarked logo on all event promotional material, including print materials such as flyers, posters, promotion on websites, etc. GHF commits to reviewing and approving submitted proposed materials in writing at least 15 days before proposed use.

WHAT WE CAN PROVIDE:

- the possibility of a representative from GHF to attend and/or speak at your event
- design of hydranencephaly awareness items, such as custom t-shirts or other event-appropriate items, and GHF promotional materials such as brochures and newsletters as available; printing is at the organizer’s expense unless print materials are readily available
• provide a letter of authorization stating that your third-party event is being conducted to raise funds for Global Hydranencephaly Foundation to be used to validate the authenticity of the fundraiser and its organizers
• tax receipts for individual contributions of $250 or more when check is made payable directly to “Global Hydranencephaly Foundation”
• Formal response to interview requests; event organizers should confine interviews with the media to information specifically about the fundraising event. Additional interest in GHF or requests for information should be referred to a member of the GHF board of directors by calling: 573-280-2412.

YOU, THE COMMUNITY EVENT ORGANIZER, IS RESPONSIBLE FOR:

*Keep in mind that fundraising activities and events where 100% of the proceeds are donated directly to Global Hydranencephaly Foundation are generally easier to organize and manage financially.

• All event or project income and expenses; such as venue rental and catering, as well as sales tax. An event which will incur costs should be kept within a realistic budget: minimum 75% of donations donated to GHF, with costs no more than 25%.
• obtaining applicable permits and insurance coverage if necessary
• all risk and liabilities associated with the event or project; you agree to hold GHF harmless from all claims and liabilities in any way related to the event or organization of event
• informing GHF before approaching prospective donors or sponsors for amounts in excess of $500 so as to avoid multiple requests to current and potential donors from whom we are currently seeking support
• Solicitation of all sponsorships & contributions of goods or services including auction items; if selling tickets to a catered event with entertainment, for example, be sure to calculate the “Fair Market Value” of the offer and communicate this to your donors beforehand.
• recruiting, organizing, and overseeing volunteers and administrative staffing needs
• complying with all applicable laws, rules and regulations and facility use guidelines; if holding a raffle or other gaming event such as bingo, be sure to research and comply with your local gaming authority about any special conditions (payments made for raffle tickets and other gaming activities are NOT tax deductible).

AFTER THE EVENT

Celebrate your success! We encourage you to share photos and details of the event to publish through official GHF social media accounts. We welcome the opportunity to do a full write-up of the event details to publish on our blog, on our website, and for inclusion in our monthly e-newsletter.

• GHF requests that fundraiser proceeds be submitted, preferably by check, within 30 days of event completion.
Official 501(c) (3) tax exemption receipts are only generated by Global Hydranencephaly Foundation. GHF acknowledges gifts of $5 or more when provided with the complete donor name and mailing address information. Donations by check should be made payable to “Global Hydranencephaly Foundation” and reference the name and date of the event in the memo field. Those donors will be acknowledged by the name and address on the check only. Credit or debit card donations may be made online via our website: www.hydranencephalyfoundation.org

As a reminder, please keep in mind that the following items are not tax deductible: raffles or payment for gaming-style activities, donations for goods, services, or auction purchases.

TRIBUTE DONATIONS:

GHF offers the opportunity for you to honor someone you love with a tribute fund made directly to Global Hydranencephaly Foundation. Contact Ali Harper at President@HydranencephalyFoundation.org to set up a tribute fund and have personalized certificates of acknowledgement sent to the special person or their family.

Please be aware that we are unable to:

- Solicit sponsors, prizes or publicity for your events.
- Endorse any events that include telemarketing, door knocking or face to face collections, violent or dangerous activities, the sale or promotion of tobacco products or illegal drugs.
- Share e-mail or mailing lists of donors, vendors, staff, families, or volunteers.
Global Hydranencephaly Foundation: Community Fundraising Agreement

Title of Fundraising Event or Project: _______________________________________________________

Date(s):______________________________________________________________________________

Location: _____________________________________________________________________________

Fundraiser Description:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Fundraising goals: (in addition to good will, there should be a financial goal to benefit the cause):____
_____________________________________________________________________________________

Requested from GHF:
O Logo Use O Speaker (Time: ___________________) O Brochures & Print Materials O Awareness Merchandise O Other:
_____________________________________________________________________________________

Primary Contact Name & Title: _______________________________________________________________________

Phone: _________________________________________________________________________________

E-mail: _________________________________________________________________________________

I have read, understand, and will adhere to Global Hydranencephaly Foundation’s Community Fundraiser Guidelines. I understand that GHF may opt out as a beneficiary of the fundraiser at any time with no obligation. I agree to represent GHF and their mission appropriately and understand that any planned event that conflicts with their mission will be denied. The undersigned assumes all risks and liabilities associated with the fundraiser and agree to indemnify, hold harmless and defend, GHF from any claim or loss arising from or in connection with the event.

Signature: ___________________________ Date: __________________

Please Submit Application to:
Ali Harper, Founder & President
Global Hydranencephaly Foundation
PO Box 1150
Seabeck, WA 98380-9800
Sample Donation Request Letter

Name of Person/Organization you are requesting from
Mailing Address
City, State, Zip

Your Name
Mailing Address
City, State, Zip

Dear Sir or Ma’am:

Brayden Alexander Global Foundation for Hydranencephaly, Inc. doing business as Global Hydranencephaly Foundation, is a registered 501c3 nonprofit organization that is near and dear to my own heart. (share why this cause is important to you here)

Since 2013, GHF has recognized the month of June as hydranencephaly awareness month – with our awareness day being the day of our incorporation, June 14, and wrapping up the month with a global-wide action event: Awareness Walk/Run which will be the weekend of June 25-26. This event allows families to bring a greater level of awareness to their own community while raising funds to support our mission.

It would be a sincere honor to have your support in this year’s community event that weekend (state time and details if desired, or leave it open for discussion). If you are able to donate gift certificates or catering services to help support our efforts, it would be greatly appreciated. All funds raised will be donated directly to Global Hydranencephaly Foundation in order to allow them to continue to provide individualized support and advocacy services to families across the globe.

Thank you for your time!

Sincerely,

[Signature]

Community Awareness Support
Global Hydranencephaly Foundation
EIN: 45-2113600