



ACCT Philly Third Party Event Guidelines

ACCT Philly has a fiduciary duty to ensure our name is being used properly, that all funds are being handled and accounted for in a reasonable manner, and that the event is being conducted in a manner consistent with ACCT Philly's mission and public image. To that end, all third party events need to be registered and approved by ACCT Philly prior to any planning or promotion. As a responsible steward of donated funds, ACCT Philly believes that a reasonable percentage of gross revenues from all fundraising events should be directed towards ACCT Philly when promoting an event as benefiting ACCT Philly.

In the case of a sales promotion, if a portion of proceeds or sales will benefit ACCT Philly, the percent or amount to be donated needs to be clearly stated by the Organizer in all promotions and communications and the Organizer will provide an accounting of transactions to donors or ACCT Philly if requested.

Events should be promoted as "benefiting ACCT Philly". For example a walkathon may be promoted as "Walkathon to benefit ACCT Philly" but not the "ACCT Philly Walkathon" and any use of ACCT Philly's name or logo needs to be approved by ACCT Philly prior to any event. ACCT Philly's logo may not be altered in any way.

Organizer is responsible for obtaining any necessary permits, clearances and insurance coverage as necessary. Organizer must, in its sole discretion, determine the extent of required insurance for the event in order to protect itself from claims which may arise out of the event.

Organizer is responsible for planning and execution of the event, including all set-up, promotion, staffing and financial liability.

Organizer is responsible for complying with all local, state and IRS regulations regarding the event.

Organizer agrees to indemnify and hold ACCT Philly harmless from and against any and all losses, damages, costs, attorney's fees, expenses and liabilities incurred in connection with, or in the defense of, any claim or action or proceeding arising out of or incurred in connection with the event.

ACCT Philly Third Party Event Guidelines continued

The really important stuff: Tax Deduction & Acknowledgment

Organizers are responsible for collecting names and contact information of all participants, sponsors, donors and volunteers for acknowledgment purposes and should supply that information to ACCT Philly within 30 days of the completion of the event. If payments are made to ACCT Philly, a 501(c)3 organization, they qualify as tax deductible to the fullest extent allowed by law. If payments are made to the Organizer, and the Organizer is not an IRS qualified organization, the payments will not be tax deductible for income tax purposes.

Additionally: A donor must be informed that the tax deductible amount (per IRS regulations) is only the amount that is over and above what was received in goods and services. For example, if a participant pays \$200 to play in a golf outing and the cost per golfer is \$50, the tax deductible amount is \$150.

How ACCT Philly can help you:

- We can provide a letter of support to be used to validate the authenticity of approved events and their Organizers.
- We may publicize your upcoming event on ACCT Philly's social media.
- We may announce the success of your event on ACCT Philly's social media
- We may add your event to ACCT Philly's event calendar.
- ACCT Philly can attempt to provide, but cannot guarantee, a staff or volunteer representative at your event.

What we can't do

- ACCT Philly cannot pay vendors (i.e. caterers, venues, etc.) on the Organizer's behalf. Organizers assume complete responsibility for making payments or arrangements for goods or services needed for the event.
- ACCT Philly cannot solicit sponsors or participants for your fundraising event and does not provide donor or volunteer contact information.
- ACCT Philly cannot staff your event or guarantee staff attendance.
- ACCT Philly reserves the right to decline association with any person or event when it believes that such an association may have a negative effect on the image of ACCT Philly, for breach of agreement or for any other reason.
- *ACCT Philly has sole discretion as to the wording of its calendar and Facebook posts. Organizer recognizes and agrees that ACCT Philly has no control over the number of views gained by any Facebook post.