

# **ECD Global Alliance**

## **Erdheim-Chester Disease Fund Raising Policy**

The ECD Global Alliance wishes to thank you for your interest in raising funds and awareness on behalf of all those affected by ECD. To ensure that your event runs smoothly, we have a few simple procedures we ask that you follow:

- Please do not contact any company or organization to solicit sponsorships, auction items, or donations of any kind without first notifying the organization.
- Please have the ECD Global Alliance Fund Raiser Coordinator/Volunteer approve all publicity. This ensures that your message and the organization are represented in accordance with our mission statement. Also, please send to the coordinator/volunteer a copy of any material that you will be distributing that bears the ECD Global Alliance name.
- Please advise the Fund Raiser Coordinator/Volunteer of any changes in your plans (dates, location, time, etc.).
- Please use care when using the ECD Global Alliance name. It is important for liability reasons that the name is used only for official organizational activities. For instance, the organization could potentially be liable if a fundraiser advertised an event was sponsored by the ECD Global Alliance when it is not. However, it would be acceptable to say that donations will be given to the ECD Global Alliance.
- Please consider your own personal liability when planning a fundraiser. Event insurance can be purchased if necessary and many facilities offer this as part of their rental package.
- Please keep careful track of the money that you raise and send the money directly to the ECD Global Alliance within one month after the end of your fundraiser. Mailing address is: The ECD Global Alliance; PO Box 775; DeRidder, LA 70634. To obtain a reimbursement for costs, a budget must be included with the application and receipts must be provided.
- We would like for the Fund Raising Form be completed in as much detail as possible. If you have any questions at all about the proposal, please email [support@erdheim-chester.org](mailto:support@erdheim-chester.org).

Fundraisers are an important source of revenue for supporting our mission. We are extremely thankful that you have chosen the ECD Global Alliance as the beneficiary of your fund raiser. We will strive to provide your fundraiser with as much help as possible. Please do not hesitate to contact us with any questions or requests. Thank you again.

***Good Luck!***

# ECD Global Alliance Erdheim-Chester Disease Fund Raising Form

## Your Information (Person Hosting the Fundraiser)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Fundraising Activity

Description of fundraising activity: \_\_\_\_\_

\_\_\_\_\_

Date and time of fundraiser: \_\_\_\_\_

Location of fundraiser: \_\_\_\_\_

Est. number of participants: \_\_\_\_\_

How will you raise the money? Ex: entrance fee, percentage of sales, etc. Please be specific:

\_\_\_\_\_

How much money do you expect to raise? (Just approx. to the best of your ability in gross round numbers.)

\_\_\_\_\_

For reimbursement of expenses, a budget must be submitted to include estimated expenditures and estimated income. Receipts must be provided prior to any reimbursement.

Would you like an ECD Global Alliance representative to meet with your group, speak at an assembly, or attend a check presentation? If yes, please describe. (Due to travel costs and the volunteer nature of the Alliance this may not always be possible, but we are willing to try.)

\_\_\_\_\_

Do you want your fundraiser listed on the ECD Global Alliance website? If yes, please send an attachment with information you would like listed. \_\_\_\_\_

Will you need any other support from the ECD Global Alliance? If yes, please describe.

\_\_\_\_\_

## Acknowledgement

I have read and agree to follow the attached ECD Global Alliance Fund Raising Policy :

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature Date

1/1/2011