



Scleroderma Foundation Michigan Chapter Friends for the Fight Policies and Procedures

Thank you for volunteering to help the Scleroderma Foundation Michigan Chapter support our three-fold mission of support, education and research by hosting a Friends for the Fight event. Your event will not only raise much needed funds to support the Michigan Chapter's programs and services, it will also promote awareness. The following guidelines are provided to ensure that you are aware of potential needs or issues regarding your event and assist you in your efforts. For smaller events, some of these guidelines may not be applicable. The Scleroderma Foundation greatly appreciates you complying with these policies and procedures. If you have any questions not answered by these guidelines or FAQs, please contact the Michigan Chapter at Michchapter@scleroderma.org or (248) 595-8526.

1. All Friends for the Fight event organizers must submit an event application prior to beginning work on any proposed event. Approval must be granted by the Scleroderma Foundation Michigan Chapter's board of directors for your event, and you will receive this approval electronically or through the U.S. mail.
2. If organizers are requesting the use of Scleroderma Foundation Michigan Chapter staff or pertinent volunteer time and resources, or guest lists are requested, the Friends for the Fight event must demonstrate—through a preliminary revenue and expense budget—minimum net revenue of \$ 5,000. Due to the limited staff that the Scleroderma Foundation has, it is not typically possible to provide staff to coordinate Friends for the Fight events or for them to attend these events, but the Chapter is happy to provide appropriate informational material.
3. Friends for the Fight events must be financially self-sustaining without risk to the Scleroderma Foundation Michigan Chapter. All Friends for the Fight event expenses are the responsibility of the event organizers. Refunds or reimbursements of Friends for the Fight expenses will not be available after the net proceeds are given to the Scleroderma Foundation Michigan Chapter.
4. If organizers are proposing multiple events, the chapter requests that one Friends for the Fight event application be submitted per proposed event.
5. Event organizers are responsible for obtaining all permits, licenses and insurance certificates. If the chapter is required to obtain insurance for your event, a minimum of 90 days will be required to obtain this, so please plan ahead.

6. If you will be doing a raffle, drawing or game of chance, the State of Michigan does require that you have proper licensing for these. Advanced paperwork is required, and this can take up to 120 days or more to obtain.
7. The Scleroderma Foundation assumes no legal or financial liability associated with Friends for the Fight events.
8. Event organizers must fully and truthfully state the portion of the proceeds which will be donated to the Scleroderma Foundation Michigan Chapter in all advertising, promotions and in all contact with donors, sponsors and participants. If less than 100% of the net proceeds will be donated, the "portion of proceeds" may be stated as a percentage of net proceeds, a portion of the product price or a fixed amount per sale/transaction that is to benefit the Scleroderma Foundation Michigan Chapter.
9. The organizer must provide Scleroderma Foundation Michigan Chapter with a summary of results relevant to the event program within three weeks of the end of the event. If this is not possible, a written explanation must be submitted to the board of directors.
10. All requests should be submitted to the Michigan Chapter for review and approval from the board of directors in electronic form.
11. The Scleroderma Foundation does not permit the use of its name, logo and/or letterhead by any individual or organization to solicit prizes, sponsorship, underwriting or cash donations from another organization in order to support the event, promotion or sale without the written and prior approval of the Chapter's board of directors. The use of the name of the Scleroderma Foundation may not be used in any way without written permission. **The official logo may not be used without prior written approval from the Chapter (for more information on receiving approval, please contact Chapter's executive director.).**
12. The Scleroderma Foundation Michigan Chapter's name cannot be used as an event title for any Friends for the Fight event. Instead, it should be promoted as "The Acme Company Run to Benefit Scleroderma Foundation Michigan Chapter."
13. The Scleroderma Foundation will not solicit prizes for your event.
14. Friends for the Fight event organizers should not provide tax advice to any donors, contributors or participants. It should be suggested that these individuals seek tax or legal counsel for information.
15. In order for a tax receipt to be issued, the Scleroderma Foundation Michigan Chapter must have donor's complete information of name, address, phone number and e-mail address.

16. The Friends for the Fight event organizer is responsible for all vendor agreements, contracts and facility permits.
17. The Friends for the Fight organizer is responsible for its own marketing of the event, but the Scleroderma Foundation Michigan Chapter must approve all promotional materials, including, but not limited to, advertising letters, public service announcements, promotional materials, marketing materials, brochures, flyers, or other event materials prior to production or distribution.
18. The Scleroderma Foundation Michigan Chapter is unable to purchase advertising to promote Friends for the Fight events unless a preliminary revenue and expense budget has been submitted showing evidence of net proceeds of \$30,000.00. Board approval is required for any paid advertising and a media plan would need to be created based on the Friends for the Fight event.
19. The Scleroderma Foundation Michigan Chapter is unable to sell or turn over the Chapter's database for any Friends for the Fight event. Based on the event, the Chapter will make every effort to advertise the event through social media and, when possible and appropriate, on the Chapter's website.
20. No bank accounts or holding accounts may be established by Friends for the Fight organizers under the Scleroderma Foundation Michigan Chapter name.
21. Legally, the not-for-profit tax exempt status of Scleroderma Foundation Michigan Chapter may not be used by the Friends for the Fight event organizers to purchase items and materials with which to conduct the Friends for the Fight event.
22. All donations made to your event are not considered tax deductible unless the Friends for the Fight organizer holds a tax exempt status.
23. Donations made directly to any Friends for the Fight event can be used to cover the event's expenses, but these are not considered to be tax-deductible.
24. Only a donation solicited on our behalf, whether in-kind or cash, is fully tax deductible when it is made directly to the Scleroderma Foundation Michigan Chapter, as we must legally verify that the gift was made, and the nature of the gift to the IRS.
25. All checks that are made out to Scleroderma Foundation Michigan Chapter must be forwarded immediately to the Southfield, Mich. office for processing and deposit. Checks must represent an outright donation and cannot include any exchange of goods or services. Such donations are tax-deductible and will be receipted by Scleroderma Foundation Michigan Chapter.

26. Friends for the Fight organizers are prohibited from holding any portion of event proceeds as personal profit, compensation or reimbursement. No fees, salaries or commissions may be legally kept from a Friends for the Fight event by event organizers or volunteers.
27. If the Friends for the Fight organizers are serving alcohol at a Friends for the Fight event, a special permit may need to be obtained by the State of Michigan. Visit <http://www.michigan.gov/lara> for more information.
28. The Scleroderma Foundation Michigan Chapter is the beneficiary of your Friends for the Fight event, not a sponsor. Promotional materials that use Scleroderma Foundation Michigan Chapter's name should incorporate the following statement: "Proceeds to benefit the Scleroderma Foundation Michigan Chapter."
29. The Scleroderma Foundation Michigan Chapter retains the right to decline any Friends for the Fight proposed event that conflicts with its three-fold mission, fundraising efforts or event calendar.
30. The Scleroderma Foundation Michigan Chapter respectfully will decline any Friends for the Fight proposed event application that promotes a political party, candidate or potential candidate.
31. The Scleroderma Foundation Michigan Chapter may cancel a Friends for the Fight event or disassociate with a Friends for the Fight event at any time if an event organizers does not remain in compliance with these Friends for the Fight policies and procedures.
32. The final check should be made out to: Scleroderma Foundation Michigan Chapter and sent to: 23999 Telegraph, Southfield, MI 49033 within three weeks of the Friends for the Fight event.

Thank you again for your interest in hosting a Friends for the Fight event for the Scleroderma Foundation Michigan Chapter. After you have carefully read these policies and procedures, please sign the Friends for the Fight agreement form and submit it, along with the proposed budget to:

Scleroderma Foundation Michigan Chapter
Friends for the Fight Events
23999 Telegraph
Southfield, MI 48033

You will be notified once your application has been reviewed. The board will make every attempt to review applications within two weeks of submission.