



Third-Party Fundraiser Procedures & Guidelines

Thank you for your interest in planning an event to benefit the Autism Society Northwestern Pennsylvania (ASA-NWPA). From holding a neighborhood block party, to organizing a golf tournament, to donating proceeds from product sales, there are many ways you can raise money to benefit ASA-NWPA. The Autism Society is a parent/member organization that provides support for individuals and families living with an Autism Spectrum Disorder in Erie, Crawford, Venango, and Mercer Counties. ASA-NWPA's mission is to improve the quality of life across the lifespan for persons on the Autism Spectrum and their families through: advocacy, education, service, support, and research. According to the U.S. Center for Disease Control and Prevention, the autism prevalence rate is 1 in 88 children; one in 54 boys in the nation have an autism diagnosis while the rate is 1 in 252 for girls. Over 1,000 individuals in Northwest PA have been diagnosed with Autism.

One of the ways to support the Autism Society Northwestern Pennsylvania is planning and/or sponsoring an event to raise funds for the charity. We welcome the community's willingness to help promote autism awareness and funding for our mission. This kind of event is called a "third-party" fundraiser. We have assembled procedures and guidelines so all interested parties are aware of their role and responsibilities. If you have any questions or would like more information regarding organizing a third-party fundraiser, please contact Tish Bartlett, Executive Director at 814-455-3540 or autismsociety@nwpaasa.org.

Types of Third-Party Fundraisers

1. A group or individual can host an event or sponsor an activity and make the Autism Society Northwestern Pennsylvania the beneficiary. Example: An organization holds a bake sale and gives the Autism Society a check for the net profits.
2. The Autism Society Northwestern Pennsylvania can "piggy back" on an existing event, adding a third-party fundraising element, and receive the incomes produced from the event. Example: A school is having a Community Fun Day and they would request cash donations to go to the Autism Society in lieu of an admission fee.
3. Invite the Autism Society Northwestern Pennsylvania to jointly produce an event and share in the profits. Example: A local church youth group may be holding a volleyball tournament at the beach and would invite the Autism Society to send out press. In return, the Autism Society would receive a percentage of the proceeds from the event.

Procedure

1. Submit a description of the event:
 - 90 days prior if you want the Autism Society NWPA jointly produce your event.
 - 30 days prior to obtain approval for a beneficiary or "piggy back" event.
2. Include the following information in your description:
 - A description of the event
 - Date, time, and location of your event
 - Expectations from the Autism Society NWPA
 - Plans, if any, for corporate sponsorship and who prospective sponsors are.
 - Contact information of the director and coordinator of the event
3. Contact the Autism Society Northwestern Pennsylvania to set up an appointment to discuss your ideas for an event.

Third-Party Fundraiser Guidelines

The Autism Society NWPA has a list of guidelines that we ask all individuals and organizations to follow when fundraising on the Autism Society-NWPA's behalf:

1. The Autism Society NWPA's name and/or logo cannot be used to promote a third-party event without prior approval by ASA-NWPA's Executive Director. All approved third-party fundraisers should submit copies of print materials which include the ASA-NWPA logo/name prior to printing.
2. The ASA-NWPA asks that events not be held in close proximity (time, location and date) to an ASA-NWPA event.
3. Fundraising events must comply with all applicable relevant local, state, and federal laws
4. ASA-NWPA will not be responsible for any expenses incurred for a third-party fundraising event.
5. The third-party fundraising event should not conflict with the mission of ASA-NWPA and be in good standing within the community.
6. ASA-NWPA is not financially liable for the promotion and/or staging of any third-party fundraiser.
7. Third-Party Fundraisers are not coordinated by and are not the responsibility of the Autism Society Northwestern Pennsylvania. Do not state or imply that the ASA-NWPA sponsors the event. Autism Society Northwestern Pennsylvania cannot take responsibility or assume liability for any third-party fundraiser event.

Examples of Third-Party Events

- Golf Tournaments, Road Rallies, Poker Runs
- Marathons, Racing Events
- Wine Tastings, Black-Tie Events
- Auctions, Grand Openings, Store Promotions
- Car Washes, Craft Shows, Bake Sales
- Casual Days, Holiday Parties
- Bike-a-thon, Walk-a-thon, Bowl-a-thon
- Dances, Yard Sales

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Autism Society Northwestern Pennsylvania is a non-profit organization exempt from Federal tax under section 501c(3) of the Internal Revenue Code.