guidelines for conducting special events and promotions to benefit the Triple Negative Breast Cancer Foundation (TNBC Foundation)

Registration: Email the details of your event to events@tnbcfoundation.org or set up your personal fundraising page using the links found at www.tnbcday.org. We may promote your event on social media so that others can donate or participate.

Assistance: Please note that while TNBC Foundation may be able to provide guidance for your event, we are unable to provide administrative, logistical or financial assistance (e.g., distributing invitations, compiling RSVPs, selling tickets, acquiring permits, covering expenses, etc.). You should be prepared to provide all the support necessary to organize and conduct your event, including committing all funds required for the event. We recommend forming an event committee to assist you with planning.

Expense Ratio: As a responsible steward of public funds, TNBC Foundation works to keep our expenses at or below 20% of our gross revenue. While we do not mandate an expense ratio policy for third party events, we strongly encourage individuals or organizations that conduct events to benefit TNBC Foundation to also be good stewards of their funds and minimize expenses.

Proceeds: We encourage all events billed as "Fundraisers" allocate at least 80% of the net proceeds (amount collected after expenses) to TNBC Foundation. There is no minimum donation amount and awareness events with no fee are equally encouraged.

Insurance: TNBC Foundation carries insurance coverage for third-party events with some exceptions. If your event falls into an exception category, you will be required to secure your own coverage and provide us with a certificate of insurance listing TNBC Foundation as both Certificate Holder and Additional Insured.
Exceptions: (Insurance Required)

- Alcohol served or provide
- Parades
- Aircraft
- Motorcycle runs and automobile rallies
- Fireworks
- Firearms
- Animals – other than house pets
- Carnivals and fairs with mechanical rides
- Rock, Hip-Hop or Rap concerts – with admission over 500 people
- Events including contact sports
- Rodeos
- Political Rallies
- Any event lasting more than 5 days
- Any event with greater than 500 people at any one time

If the event is an athletic or sporting event, organizers must require all participants to sign a waiver/release, releasing TNBC Foundation from any liability.

Triple Negative Breast Cancer Foundation

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Sponsors: Any products or other item(s) sold at or in connection with events must be non-controversial in nature.

Compliance with Laws: Events that benefit TNBC Foundation must comply with all local, state and federal laws relating to the promotion and conduct of the event and activities. Organizers are responsible for filing all appropriate registrations, obtaining all permits, releases, consents, licenses and approvals necessary to promote and conduct the event.

Trademark: Individuals or organizations conducting events that benefit TNBC Foundation may use our marks after the event is registered with us.

Referencing the Event: Clearly state the name of the event and add "for the benefit of the Triple Negative Breast Cancer Foundation (or TNBC Foundation)." The event name must not in any way imply it is a TNBC Foundation hosted event.

Disclosure: All advertising and promotional materials for the event must clearly disclose to the public the specific amount of money from the consumer's purchase that will be donated to the charity (e.g., "$10 of each ticket purchased," "100% of the proceeds," etc.).

Donations: Individuals or organizations conducting events that benefit TNBC Foundation must forward the event proceeds, along with an accounting of those proceeds, within 30 days following the conclusion of the event. Donations made online through your personal webpage are automatically entered into our accounting system. No additional reporting is needed.

Organizers who collect cash or checks of $250 or more from any individual donor must supply TNBC Foundation with the individual's legal name, address and the amount received. We are required to provide the donor with a written acknowledgement. Donors, who submit their contributions online, via your TNBC Foundation personal webpage or Facebook fundraising page, will receive automatic emailed receipts.

Thank you for your support!

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