



## Partner Event Policies and Procedures

Partner events are events that have been approved by the A Breath of Hope Lung Foundation (ABOH) Board of Directors and are being led or co-led by A Breath of Hope staff, and may include the sharing of proceeds with a third party. **Partner events require ABOH board approval, as well as an MOA and event budget signed by ABOH's executive director** and the appropriate leader at the partnering institution. ABOH will manage the pre-approved budget (revenue and expenses) and registration and may serve as contact for the event, dependent on the situation. Because of ABOH staff/resource capacity and mission focus, ABOH will not be able to accept all Partner Event applications.

**FOR ALL PARTNER EVENTS, A Breath of Hope Lung Foundation WILL PROVIDE the following:**

- **ABOH Marketing Materials:** ABOH will approve or design event brochures and other marketing materials using both logos (if partner has a logo) that promote/explain the combined mission of event (as specified in MOU/Budget agreement).
- **ABOH Logo:** All ABOH logo usage must be approved by the Executive Director of ABOH. Anytime the logo is used, it must be specified that ABOH is one of the “promoters” of the event.
- **Donation Management:** As regulations for charitable organizations apply, ABOH will send a written acknowledgement for all donations, sponsorships and registrations. (**Please note:** Any items solicited by you, as the event partner, for an auction or raffle cannot be acknowledged by ABOH unless ABOH is named as recipient. In special circumstances, budget relieving in-kind donations may be considered donations.) All individual donations should be paid directly to A Breath of Hope Lung Foundation to help cover event expenses and to be listed as part of event revenue. *In the case of an event where both parties have agreed to share revenue, donations made to ‘partner’ should be communicated to ABOH and added to event revenue to determine a fair split of proceeds.*
- **Vendor Management:** ABOH has the sole right to sign contracts with vendors and will pay their invoices upon completion of the event and as agreed upon in the pre-approved budget.
- **Web Listing:** Partner Events will be listed on A Breath of Hope Lung Foundation’s website and in other marketing materials as deemed appropriate by ABOH.
- **Event Insurance:** ABOH carries event insurance.

### ABOH POLICIES:

- ABOH will monitor event budget (and provide reports), which will be pre-approved and honored by both parties
- ABOH cannot accept money from an event where the primary source of income or main activity is the sale of liquor, firearms or tobacco.
- ABOH will provide liability insurance. If insurance is purchased outside of ABOH’s normal coverage, a copy of insurance will be shared with *partner* and the cost added to the budget.
- If event involves a raffle or other type of gambling activity, or if event includes the sale or serving of alcohol at event, the venue or one of the partners must obtain a license from the state. Contact the

State Attorney General's office for more information. Please note these regulations change on a state to state basis.

- ABOH expects Partner Event planners to provide factually correct information and to uphold high ethical standards in developing and presenting information about A Breath of Hope, the lung cancer field and the event mission.
- Without the consent of ABOH, *partner* may not copy, reproduce or display the ABOH logo. All logo use must be approved.
- ABOH assumes no liability or responsibility whatsoever for any content of any website that is linked to the A Breath of Hope Lung Foundation website.
- ABOH cannot provide our donor database to any Partners; however the partner event participant list will be shared.

As an organizer of a Partner Event benefitting ABOH and Partner, I/we have read the policies and procedures for ABOH Partner Events and agree to the terms and conditions, and I/we agree to follow the policies and procedures as outlined above.

I have read and agree to the ABOH Policies as set forth in this document. Signature of Approval:

\_\_\_\_\_ Date: \_\_\_\_\_

Partner Event Lead/Chair

Return completed form to:

**A Breath of Hope Lung Foundation**

**PO Box 387**

**Wayzata, MN 55391**

Or

**nancy@abreathofhope.org**

FOR OFFICE USE ONLY

Approved     Rejected

\_\_\_\_\_  
Signature of A Breath of Hope Lung Foundation executive director

\_\_\_\_\_  
Date