

Third party events are hosted by ABOH supporters with the intention of donating net proceeds to ABOH. Please provide the ABOH office with all pertinent information about your event. This will help us field calls from the public to ensure ABOH is providing the correct information. However, the ABOH office telephone number and address should **NOT** be the primary contact for your event. As a Third Party Event planner, you or your organization/business will be the primary contact.

FOR ALL THIRD PARTY EVENTS, A Breath of Hope Lung Foundation CAN PROVIDE:

- **ABOH marketing materials:** Brochures and other information promoting and explaining ABOH programs and needs. Please let us know as far in advance as possible if you would like copies of these materials and the quantities you will need.
- **ABOH logo usage:** All logo usage must be approved by the Executive Director of ABOHLF. Anytime the logo is used, it must be specified that ABOH is “benefitting from” and not the “promoter or sponsor” of the event.
- **Donations:** As regulations for charitable organizations apply, ABOH will send a written acknowledgement for the partner’s tax purposes. (**Please note:** Any items solicited by you, as the third party event partner, for an auction or raffle cannot be acknowledged by ABOH. Individual donations not paid directly to A Breath of Hope Lung Foundation will not receive an ABOH donor thank you letter for tax purposes).
- **ABOH Website:** Listing on A Breath of Hope Lung Foundation’s website.

ABOH POLICIES:

- 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 cannot make any investment, pay for or reimburse any expenses incurred as a result of a third party event. This means you must pay all expenses prior to remitting the net proceeds to ABOH.
- ABOH suggests you obtain liability insurance. Please note that ABOH’s insurance policy does not cover Third Party Events. If insurance is purchased, provide a copy to ABOH and list ABOH as the additional insured.
- If your event involves a raffle or other type of gambling activity, or if you plan to sell or serve alcohol at your event, you may be required to 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.
- If you open a bank account or apply for an Employer Identification Number (EIN) through the IRS, ABOH cannot be listed anywhere in the name of the event. Your event name should be used as the name for both of these accounts.
- ABOH expects Third Party Event Partners to provide factually correct information and to uphold high ethical standards in developing and presenting information about our organization and work.
- Without the consent of ABOH you 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 Third Party Event Partner.

As an organizer of a Third Party Event benefitting ABOH, I/we have read the policies and procedures for ABOH Third Party 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: _____

Return completed form to: A Breath of Hope Lung Foundation, PO Box 387, Wayzata, MN 55391

FOR OFFICE USE ONLY ___Approved ___Rejected ___Copy mailed to event host

Signature of executive director of A Breath of Hope Lung Foundation

Date