



## Autism Delaware External Event Procedures

Any individual or organization who wishes to conduct an event or promotion involving the use of the name or logo of Autism Delaware for fundraising or publicity purposes must receive written approval from Autism Delaware in advance. Please allow two weeks for the review process to take place.

1. All external events should align with the mission of Autism Delaware Inc.
2. The event organizer is responsible for obtaining any necessary permits, licenses or insurance.
3. The event organizer agrees to indemnify, hold harmless, and waive any and all claims against Autism Delaware, its officers, directors, agents, volunteers, and employees for costs, expenses, liabilities, or injuries to person or property arising out of participation in the fundraising event and associated activities.
4. All uses of Autism Delaware's logo and name in promotional information must be approved by Autism Delaware. All event promotional communications must be approved by Autism Delaware prior to distribution or publication. **Event organizers are not permitted to make public announcements or promote their event until written approval has been received from Autism Delaware Inc.**
5. Event organizers must not call an event "Autism Delaware [Event Name]." Instead, your event must be promoted as the "[Event Name] to benefit Autism Delaware."
6. Autism Delaware shall receive 100% of the net proceeds from your event within 60 days post event. If Autism Delaware will not receive all of the proceeds from the event, the exact percentage of the proceeds that benefit Autism Delaware must be stated clearly on all promotional materials.
7. Events must comply with all federal, state and local laws governing charitable fundraising, gift reporting and special events. (The IRS requires that all tickets, invitations or entry forms state which portion of the contribution is tax-deductible if any. If a donor receives a product or service in exchange for their donation, subtract the value (whether it is donated or not) of the product or service from the contribution. The remaining amount is tax-deductible.)
8. Any contributions sent directly to Autism Delaware from the event organizer's donors must include the value of any goods or services donors receive in return for their contributions
9. Within 60 days of the event, Autism Delaware must be provided with an itemized list of all donors, their addresses, and the amount of the individual donation for any individual donors sending contributions directly to the event organizer. Autism Delaware will issue an acknowledgment letter for all tax-deductible donations.
  - a. If the event organizer does not submit an itemized donor list to Autism Delaware within 60 days, the acknowledgement letter will be generated for the event organizer only.

10. Autism Delaware must be notified in advance if the event organizer plans to contact businesses for sponsorships or item donations. Please remember that many individuals and businesses already support Autism Delaware and may not wish to make additional donations.
11. The event organizer must seek approval from Autism Delaware to repeat an event in each succeeding year.
12. Autism Delaware must be notified if there are any changes to the event once approval has been obtained.
13. Autism Delaware may at any time, ask you to cancel the event. If this occurs, the event organizer must agree to cancel the event, and further agree to release Autism Delaware and its officers and employees from any and all liability and connection to any such action.

**Autism Delaware can provide the following assistance to approved events upon request:**

- Post a link to your event website on Autism Delaware's social media pages (Facebook, Instagram and Twitter).
- Your event details can be included in Autism Delaware's monthly emailed newsletter.
- Provide a letter of authorization to validate the authenticity of the event and its organizers.
- Provide and approve the use of Autism Delaware's logo.
- Provide acknowledgment letters to individual donors if proper paperwork and itemization is provided after the event (per guidelines above).
- Provide an event website to accept donations to Autism Delaware.

**Autism Delaware cannot:**

- Guarantee on-site staff or volunteer support at your event. Please understand that, due to the volume of requests we receive, we are not always able to attend or assist with external events.
- Provide insurance coverage.
- Provide a gathering license for your event.
- Provide funding or reimbursement for expenses.
- Solicit sponsorship revenue for your fundraising activities.
- Provide paid publicity/advertising (newspaper, radio, TV coverage, etc.).
- Provide mailing lists.
- Provide letterhead.
- Create or place event fliers, posters or distribute other promotional material.

Autism Delaware's mission is to help people and families affected by autism. We appreciate the generosity of every individual and company that wishes to help support that mission - we couldn't do our work without you!

Please call Autism Delaware's Community Engagement Manager of Development, Kris Grant at 302-224-6020 x217 as early as possible to discuss your plans.

**Helping People and Families Affected by Autism**

New Castle County Office • 924 Old Harmony Road • Suite 201 • Newark, DE 19713  
 Sussex County Office • 17517 Nassau Commons Blvd • Unit 1 • Lewes, DE 19958  
 Phone: 302 • 224 • 6020 • Fax: 302 • 224 • 6017  
[autismdelaware.org](http://autismdelaware.org)



**Autism Delaware External Event Request Form**

**Host Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Event Title:** \_\_\_\_\_

**Event Date/Time:** \_\_\_\_\_

**Event Fees:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

\_\_\_\_\_

Please provide a 3-4 sentence description of the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you requesting a staff member from Autism Delaware be present?  **Yes**  **No**

Please list any other support requests needed from Autism Delaware:

\_\_\_\_\_

I have read and agree to adhere to Autism Delaware’s External Event Procedures

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return form to Kris Grant, Community Engagement Manager of Development,  
at [Kris.Grant@AutismDelaware.org](mailto:Kris.Grant@AutismDelaware.org).

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