

The TANGO2 Research Foundation Third Party Fundraising Event Guidelines

All of us at the TANGO2 Research Foundation are extremely grateful to the many people and organizations who generously host events and activities to further support our mission to raise awareness regarding TANGO2-related disease, support patients and families affected by the disease and accelerate research to find treatments and a cure. We know that events are hard work and that, for many of you, they are true labors of love. We appreciate your passion, time, and efforts on behalf of the TANGO2 community and hope that your event is a great success!

Please carefully review the following guidelines, which have been designed to protect you, your fundraising group and the TANGO2 Research Foundation.

What is a third-party event?

A third-party event is a fundraising initiative organized, staged and funded by a community group, club, business or individual(s) who wishes to raise money on behalf of the TANGO2 Research Foundation.

How can we help?

- You are welcome to connect with our Executive Director, Ann Geffen at ann.geffen@tango2research.org to discuss any questions or ideas you might have about your event.
- Using tools from the TANGO2 Research Foundation, you can create a customized peer-to-peer funding page to promote your event, accept donations and encourage others in your network to join in support of your cause.
- We will promote and acknowledge your event with appropriate recognition on our website and social media platforms.
- We will provide any requested educational materials, brochures and/or updates for use at your event.
- Acknowledge gifts and provide tax receipts for contributions made payable and submitted to the TANGO2 Research Foundation.

Guidelines for hosting a third-party event:

1. The TANGO2 Research Foundation must approve (before distribution) all promotional materials pertaining to the fundraiser that use its name or

logo.

2. Third-party events may not be represented as being sponsored by the TANGO2 Research Foundation, but rather should reflect TANGO2 Research Foundation as a beneficiary of the fundraiser. Additionally, marketing materials must also state the exact donation structure - for example, \$10 from every ticket sold will benefit the TANGO2 Research Foundation.
3. The TANGO2 Research Foundation is not financially liable for any costs, expenses or losses incurred in the organization or staging of a third-party fundraising event.
4. The TANGO2 Research Foundation's sales tax-exemption (on purchases) cannot be extended to any third-party event or fundraising effort.
5. Event organizers are responsible for maintaining accurate accounting for the event, handling all monies for the event and must present the proceeds to the TANGO2 Research Foundation within 30 days of the event's completion.
6. Only gifts made payable directly to the TANGO2 Research Foundation may receive a tax deductible receipt in accordance with IRS and State Tax Regulations.
7. Due to privacy regulations, the TANGO2 Research Foundation cannot release donor or volunteer mailing lists for the purpose of solicitation of funds by third-party fundraising groups.
8. All donor information from your event will be kept confidential as the TANGO2 Research Foundation will not share, trade or sell any donor information.
9. Third-party event donors and participants will have the opportunity to opt out of receiving mailings or solicitations from the TANGO2 Research Foundation.

Again, thank you for considering the TANGO2 Research Foundation as a beneficiary for your upcoming event. Good luck and please don't hesitate to let us know if there is anything you need to help make your event a success.