

For Third-Party Efforts/Events

Thank you for considering us to be a beneficiary of your fundraising effort/event! We are thrilled to be a part of your success and look forward to a fantastic partnership. In an effort to be conscious of our mission, we've drafted some guidelines that will help you as you build your event. Please feel free to call with any questions.

Please note: The party organizing the event (your company/organization) is hereby referred to as "Sponsor." Please remember that any effort that supports the NSCD is a reflection of the NSCD. We want to ensure our name remains well regarded in the community and our mission is always foremost for our partners.

1. Please submit a complete "Event Interest Form" to the NSCD prior to publicly announcing your event.
2. NSCD should be identified as the beneficiary of the event, not as a sponsor or partner.
Example: You would characterize a golf tournament as "*The _____ Golf Classic, benefiting the NSCD.*"
3. All print materials regarding or promoting the event must be submitted to the NSCD for approval prior to printing/publicizing.
4. Please refer all media inquiries to Diane Eustace, Operations & Communications Director, at deustace@nscd.org or 303.633.5802.
5. All fundraising events must comply with federal, state and local laws governing charitable fundraising. Please check with local authorities to determine unique requirements for each type of event. Example: Permits for special events, road closures, large gatherings of people, installing tents/canopies. You may also need liability insurance, paramedics, police, liquor or raffle licenses, etc.
6. In order to protect all involved, any individual or organization conducting an event that benefits the NSCD is responsible for obtaining necessary permits and insurance. If liability insurance is required for an event, please also name NSCD as an additionally insured party on the insurance certificate. If this is an athletic or sporting event, you must require all participants to sign a waiver/release of liability in favor of sponsor and the NSCD.
7. A representative of the NSCD would be happy to meet with you to discuss the outcome of your event immediately following the completion of the event. If a meeting is not desired by sponsor, please send all funds raised to the NSCD within three weeks after the event. This will help us to record your success properly.
Please note: Sponsor may NOT open any accounts (banking or commercial) using or bearing the name of the NSCD. Checks should be made out to NSCD. If donors are giving directly to the NSCD, we will require their name and contact information in order to send them tax receipts for their gifts. The NSCD can only issue tax deductible receipts for those gifts made out to NSCD.
8. We encourage you to keep event costs as low as possible. Utilizing donations from your community for prizes and sponsorships will help reduce costs. Please do not request these in the name of NSCD, but rather in the name of your company /organization or the event specifically.
9. Please provide NSCD with a list of sponsors and any items donated to ensure they are non-controversial and are consistent with the core mission of the NSCD.
10. NSCD protects the privacy of all donors, volunteers, participants, families and staff. Therefore, the NSCD is not able to provide mailing lists for any reason. The NSCD is happy to help promote an event via social media, website and email.
11. Although the NSCD may be able to provide general guidance for your event, it is unable to provide administrative, financial or logistical assistance for any third-party event unless specified by the NSCD Development Director or CEO.
12. Please remember that annual events need to register with the NSCD each year to confirm partnership. Also bear in mind that all funds raised are designated to our overall programming efforts in order to prioritize our most critical needs for funding.

For more information, contact: Tera Prim, Development Director
National Sports Center for the Disabled (NSCD)
Email: tprim@nscd.org / Direct: 303.633.5801