



Wishing Star Foundation Third Party Fundraiser Guidelines

Wishing Star Mission Statement

*To provide wish kids with hope through uplifting and rejuvenating experiences refocusing on the joy of life
To provide lasting support and memories for wish families
To treat families and associates with dignity and protect their privacy
To inspire greater participation in fulfilling Wishing Star's Mission*

The Wishing Star Foundation (Wishing Star) welcomes our community's initiatives to help promote awareness and funding for our programs. Wishing Star must ensure that our name is being used properly and that the fundraising event is being conducted in a manner that is consistent with the Wishing Star mission and public image.

If you are interesting in conducting and organizing a third-party fundraiser to benefit Wishing Star, please follow the following guidelines:

Guidelines for Third-Party Fundraisers

1. A proposed fundraiser must be approved by the Development Director and/or Foundation Board to assure the proposal is within Wishing Star's guidelines and consistent with the mission
2. Fundraising events must comply with all relevant local, state and federal laws.
3. Wishing Star reserves the right to decline association with any person or organization when it believes that such association may have a negative effect on the image of Wishing Star.
4. The third party event organizers are responsible for the planning and execution of the event, including all set-up, tear-down, promotion, staffing and / or volunteers, and liability.
5. All third party events must be promoted and conducted in such a manner so as to avoid the statement or appearance of Wishing Star endorsing any product, firm, organization, or service.
6. Use of Wishing Star's logo, name and mission must be approved by the Development Director and/or Foundation Board.
7. All media and public communication mentioning Wishing Star, our mission, work and logo must be approved by Wishing Star's Development Director
8. Wishing Star must receive all net proceeds within thirty (30) working days of the conclusion of the event and / or promotion.
9. The third party event organizers and its donors and sponsors agree to indemnify and hold harmless Wishing Star and its Trustees, employees, and volunteers from any and all claims and liabilities in any way related to the event.
10. Wishing Star is not financially liable for the promotion and / or staging of the event.
11. Wishing Star reserves the right to protect the privacy of its clients, donors, volunteers, staff, and all others affiliated with Wishing Star
12. Wishing Star must review and approve all promotional materials (including but not limited to letters, brochures, press releases, flyers, and advertising) prior to distribution



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13. All promotional materials must clearly state the percentage of proceeds or portion of ticket price that will be donated to Wishing Star
14. Only the final net proceeds will be processed by Wishing Star. Under no circumstances will third party revenues and expenses flow through Wishing Star
15. Wishing Star does not permit the following types of fundraising in a third party context:
 - a. Programs that raise money on commission
 - b. Events involving the promotion or support of a political party or candidate, or those which appear to endorse a political activity
 - c. Direct solicitation (including but not limited to door-to-door canvassing, telemarketing or internet).
16. Wishing Star reserves the right to withdraw the use of its name at any time
17. If the event is cancelled or rescheduled, the organizer will notify Wishing Star as soon as possible but at least 24 hours prior to the original date of the event.
18. For more information regarding organizing a third-party fundraiser, please contact Brittany Bergsson at 509-744-3411 or brittanyb@wishingstar.org.

What Wishing Star can do for you:

- Provide limited existing Wishing Star promotional and educational materials for your events such as banners and brochures.
- Acknowledge your direct contribution to the Wishing Star Foundation, and provide recognition commensurate with level of giving.
- Promote your event on the Wishing Star website and/or newsletter(s).
- Provide a letter of support to be used to validate the authenticity of the event and its organizers.
- Provide the official Wishing Star logo for use on promotional materials.
- Wishing Star will attempt to provide, but cannot guarantee, a representative at your event.



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WISHING STAR FUNDRAISING PROPOSAL FORM

1. Basic Information:

Date submitted:	
Name of individual or organization planning event:	
Contact person and title:	
Mailing address:	
Telephone:	
Fax:	
Email:	
Event name:	
Event date and time:	
Event location:	

2. Please provide a brief description of your event and outline how funds and awareness will be raised (for example, ticket sales, auction, product sales, pledges):

3. If this event is being organized by an organization, whether formal or informal (eg. a non-governmental organization, committee, community group, etc.) please provide detailed background information on that organization, including: name of organization, address, mission, and key activities of that organization.

Organization Name:
Address:
Web Address:
Mission:

Key Activities:

Other Relevant Information:



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- 4. Estimated number of participants or attendees: _____
- 5. Detail exactly and specifically where and how you plan to use Wishing Star's name and/or logo (eg. posters, banners; locations of posters, banners; websites; etc.)
- 10. What percentage of funds raised/portion of ticket price will be donated to Wishing Star?
- 11. Will any portion of the proceeds be going to any other organizations, charitable or otherwise? If so, please identify all such organizations.
- 12. Do you plan to seek corporate sponsorship? If so, from which companies?

Organization name:
 Contact name:
 Contact number:

Organization name:
 Contact name:
 Contact number:

Organization name:
 Contact name:
 Contact number:

Organization name:
 Contact name:
 Contact number:

AGREEMENT

_____, the organizer, agrees to organize and implement a special event / program on _____, to benefit the Wishing Star Foundation and in strict compliance with all of the above stated terms and conditions.

Signed: _____ Date: _____
 organizer

Signed: _____ Date: _____
 Wishing Star Foundation

Please complete and sign this form, and send by email or fax:

Fax: 509- 744-3414

Email: brittanyb@wishingstar.org