



**National Marfan Foundation**

**NMF PROCEDURES FOR  
LOCAL FUNDRAISING EVENTS**

1. Prior to planning any fundraising event, the event organizer must notify the National Marfan Foundation (NMF) of their intent and complete and submit the Local Fundraiser Proposal Form to the NMF for approval.
2. No party may use the NMF name or logo or otherwise indicate to the public that an event is being held for the benefit of NMF without prior written consent of the NMF.
3. The official logo of the NMF, when used in conjunction with any event, may not be altered, modified or changed in any way. Any use of the NMF logo must adhere to established graphic standards and guidelines.
4. NMF must review and approve all promotional materials including, but not limited to, invitations, advertising, letters, brochures, flyers and press releases prior to production or distribution. All promotional materials must clearly state the percentage of proceeds and/or the portion of the ticket price that will benefit the NMF. All printed materials must make clear, where applicable, that funds are being raised on behalf of the NMF, rather than by the NMF.
5. During the planning stage, the NMF must receive a complete accounting of all funds to be collected and expenses related to the event. (See Proposed Budget/Financial Summary for Local Fundraiser.) The NMF reserves the right to inspect and audit all event financial records.
6. Organizer(s) should establish a timetable and action plan a minimum of three months prior to the event, which will enable the NMF to promote the event to its membership (in newsletter and on website) when appropriate.
7. If the event venue requires a contract, make sure the contract is reviewed by the NMF before you consider signing it. Under no circumstances may you sign a contract representing the NMF; nor may you hold an event at a location that requires a release or indemnity.
8. If you plan to include a raffle as part of your event, you must first check with your state and local municipality to see if a license is required to conduct a raffle. If so, it is necessary to apply for that license as early as possible. Rather

than having a raffle, you might consider having door prizes or a silent auction, neither of which require a license.

9. Within 30 days after the event, the organizer(s) must submit to the NMF a detailed financial breakdown of all expenses and revenues. Expenses must be documented and supported by written receipts. If revenues are still outstanding at the time this 30-day report is due, the organizer(s) shall continue to provide NMF with written updates on a monthly basis until all funds are received and accounted for (see Guidelines for Remitting Donations to the NMF).
10. For approved events, the NMF office can provide brochures, posters and other informational/awareness materials, explaining Marfan syndrome and the NMF; the NMF can also provide balloons if needed. Advance notice is required regarding the quantities needed for the event. Please indicate your needs on number 15 of the Fundraising Proposal Form and fully complete the rest of the form.
11. Organizer/sponsors must ensure that event location includes liability insurance coverage; in addition, for insurance purposes, all event details must be supplied to the NMF at least 6 weeks prior to the event. If you are planning to serve liquor at the event, the caterer must have liquor liability coverage. The NMF's insurance does not cover liquor liability. In the event there is any breach, there will be no insurance coverage (example: serving alcohol without proper insurance certificates).
12. You are encouraged to submit photographs taken during the event. Some photos may be used in the *Connective Issues* newsletter or other NMF promotional materials; therefore, ensure that permission is granted to use these photos.



If you have questions, please do not hesitate to contact Cathie Tsuchiya,  
NMF Local Fundraising Coordinator, at 800-8-MARFAN, ext. 13 or  
[ctsuchiya@marfan.org](mailto:ctsuchiya@marfan.org).