



Dear Pat Tillman Foundation Supporter,

Fundraisers play an important role in philanthropy at the Pat Tillman Foundation. We refer to the generous people who plan these fundraisers and events as our Team Tillman Friends. They support and build awareness about the Pat Tillman Foundation and our Tillman Scholar Program. Your involvement and the collaboration of your friends, will allow us to better serve our military veterans and their families. Thank you for your recent inquiry regarding hosting an event to benefit the Pat Tillman Foundation.

The Pat Tillman Foundation is accountable to the public and to the IRS for fundraising activities containing our name; therefore, we ask that interested supporters complete the attached Third Party Fundraiser application. These documents were created to educate supporters on the general steps and criteria required when coordinating a third party event. Only third party events that complete and submit the enclosed documents and meet the specified requirements will be considered for approval. Events are reviewed on a case by case basis.

After reviewing and completing the Third Party Fundraiser application please submit to:

Pat Tillman Foundation  
217 N Jefferson Street, Suite 602  
Chicago, IL 60661  
E-mail: [info@pattillmanfoundation.org](mailto:info@pattillmanfoundation.org)  
Fax: 773-828-5409

On behalf of the Pat Tillman Foundation and the Tillman Scholars and their families whose lives are impacted by the generosity of our friends, we appreciate your interest in hosting an event. Please visit [www.pattillmanfoundation.org](http://www.pattillmanfoundation.org) to learn more about our Tillman Scholars and to stay up to date on Foundation news and events.

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Planning a fundraiser should be fun! When you join Team Tillman Events, our staff is here to offer you support and available to make sure that your fundraiser is a success.

Here's what we can do for you:

- Provide a letter of authorization to validate the authenticity of the event and its organizers
- Provide our tax ID number for donation purposes only
- Provide and approve use of our logo, when appropriate
- Provide our Boiler Plate, when appropriate
- Social Media (Twitter & Facebook) promotion
- Connect with a Tillman Scholar, when feasible
- Attend check presentations, when feasible
- Provide consultation on fundraisers and events (e.g. timeline, raffle items)

There are some things we can't provide:

- Our sales tax exemption number
- Insurance or liability coverage
- Mailing list of donors and/or vendors
- Pat Tillman Foundation stationery
- Funding or reimbursement for your expenses
- Celebrities or professional athletes for your event
- Publicity (newspaper, radio, television, etc.)
- Guaranteed attendance of Tillman Scholars or PTF staff

 **PAT TILLMAN  
FOUNDATION**  
*THIRD PARTY FUNDRAISER APPLICATION*

**EVENT ORGANIZER**

Contact Name: \_\_\_\_\_  
Company/Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**GENERAL INFORMATION**

Who is organizing the event?  Company  Organization  Individual  
When was the company/organization founded? \_\_\_\_\_  
What is the nature of your business/organization? \_\_\_\_\_  
How many employees/members in your group? \_\_\_\_\_  
Website: \_\_\_\_\_  
Reason for selecting the Pat Tillman Foundation as beneficiary of the event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVENT INFORMATION**

Name of event: \_\_\_\_\_  
Type of event: \_\_\_\_\_  
Brief description of event: \_\_\_\_\_  
\_\_\_\_\_  
Date(s) and time(s): \_\_\_\_\_  
Event location/address: \_\_\_\_\_  
Target audience: \_\_\_\_\_ Expected # attendees/participants: \_\_\_\_\_  
 One time event  Annual event – Previous beneficiary: \_\_\_\_\_  
Will alcohol be served at the event?  No  Yes (liquor license)  
Do you have insurance or liability coverage? \_\_\_\_\_  
How will you be promoting your event? \_\_\_\_\_  
Will you be looking for social media promotion from PTF and if so how often? \_\_\_\_\_

**FINANCIAL INFORMATION**

How will funds be raised?  Pledges  Silent/Live Auction  Ticket Sales  Donations  Gaming  Other  
Projected Financial Information: Total Revenue: \$\_\_\_\_\_ Total Expenses: \$\_\_\_\_\_  
Anticipated donation to Pat Tillman Foundation: \$\_\_\_\_\_  
Will the proceeds of the event be donated to charities in addition to the Pat Tillman Foundation?  No  Yes  
If yes, please list other charities: \_\_\_\_\_

**TERMS AND CONDITIONS**

The Pat Tillman Foundation is accountable to the public and the IRS for fundraising activities conducted on our behalf. The terms and conditions below were created to educate interested supporters on the specific requirements that need to be followed to ensure legal and financial policies are honored.

Initial

**LEGAL LIABILITY**

1. All events require advance written permission from the Pat Tillman Foundation before promoting the event through any public outreach.
2. All third party event organizers must assume in writing, legal liability for any injuries or damages involving participants or property at their event.
3. The Pat Tillman Foundation will not apply for liquor or gaming licenses in association with third party events.
4. Event organizer is not permitted to host a fundraising event that includes lotteries, gambling or raffles without formal discussions with the Pat Tillman Foundation.
5. The organizing entity is responsible for obtaining any necessary permits, licenses, insurance, participant waivers and clearances required to host the event. Organizer must also obtain appropriate insurance (with PTF listed as coinsured) and must produce proof of compliance prior to the event.
6. The Pat Tillman Foundation assumes no legal or financial liability associated with the event.
7. Should circumstances warrant, the Pat Tillman Foundation may at any time through any of its directors, officers or senior staff direct you to cancel the event. In the event a cancellation is warranted by the Foundation, you hereby agree to cancel the event and release the Pat Tillman Foundation and its officers, directors and employees from any and all liability in connection with the event.
8. The Pat Tillman Foundation respects your privacy and will never sell, trade or loan your information to any other organization. Information will be used for follow-up contact (i.e. PTF newsletters, updates) and to process and acknowledge donations. We disclose your information only to PTF employees and only to accomplish the purposes listed above. By providing this Information, you consent to our collection and use of the information.

Initial

**BRAND MANAGEMENT**

1. All events must align with the mission and appropriate image of the Pat Tillman Foundation as determined by the Pat Tillman Foundation.
2. The Pat Tillman Foundation logo is a registered trademark and cannot be legally reproduced without permission.
3. The Pat Tillman Foundation must give approval to all promotional materials (invitations, posters, press releases, scripts etc.) and PTF name/logo usage prior to publication and/or distribution (including web/social media sites).
4. All references to the Pat Tillman Foundation in publicity and promotional materials for the event should refer to the "Pat Tillman Foundation" – specifically "EVENT XYZ to benefit the Pat Tillman Foundation."
5. Existing Pat Tillman Foundation partnerships shall not be used to leverage in-kind contributions, sponsorship or volunteer support for the event.
6. Event should not conflict with any existing event(s) to benefit the Pat Tillman Foundation.

Initial

**STAFF CAPACITY**

1. The Pat Tillman Foundation is limited in the amount of assistance it can provide to a third party event. The event organizer must provide sufficient resources to staff, manage and operate the event. The Foundation may provide limited assistance to the reasonable level of available resources.
2. Due to the volume of requests received attendance by Foundation representatives are evaluated on a case by case basis; please submit your request a minimum of two weeks prior to the event.
3. The Pat Tillman Foundation does not provide contact information associated with its corporate partners and donors for solicitation purposes. Rather the PTF development department will work with the event organizer to promote the event to PTF supporters located within the geographic region of the event.
4. The Pat Tillman Foundation public relations staff will work with the event organizer to ensure that accurate information regarding the Foundation and its programs is provided. In addition, the Foundation will assist with other public relations needs including video, talking points and other information.

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**FISCAL RESPONSIBILITY**

1. Proceeds from the event must be received by the Pat Tillman Foundation no later than 30 days after the event.
2. Use of funds received will be determined solely by the Pat Tillman Foundation.
3. Events held to benefit the Pat Tillman Foundation are required to keep expenses at a minimum. Event organizer should budget no more than 25% of gross revenue to cover expenses.
4. Federal tax laws prohibit third party fundraising organizations from using the Pat Tillman Foundation Federal Tax I.D. and 501(c)(3) status when purchasing goods or services from suppliers or vendors.
5. Only checks payable to the Pat Tillman Foundation will be provided with a tax-deductible acknowledgement letter in accordance with IRS and state regulations. Checks payable to the event or other source can be sent a general thank-you letter with no value attached, if participant data is provided.
6. In order to provide proper acknowledgements, the event coordinator is required to provide the Pat Tillman Foundation with a list of event donors including name, address, donation amount, and value of goods/services received within 30 days after the event. Please contact the Foundation for assistance with tracking donor information and distinguishing between cash and in-kind sponsors.
7. In accordance with IRS guidelines, all tickets, invitations or entry forms must disclose the amount of goods and services received by each participant and state the portion of the contribution that is tax-deductible. Example: "90% of all proceeds will benefit the Pat Tillman Foundation."
8. Event organizer is responsible for complying with all IRS regulations when planning the event.
9. Opening a bank account in the name of the Pat Tillman Foundation is strictly prohibited.
10. All expenses associated with hosting the event are the responsibility of the organization responsible for the event. Any invoices submitted to the Pat Tillman Foundation will be forwarded to the event organizer.

*The undersigned has consulted with its tax and/or legal advisors about the fundraising activities and agrees to make any recommended and/or required disclosures to potential donors. The undersigned agrees to indemnify the Pat Tillman Foundation for any damages it may incur as the result of the undersigned's failure to comply with any applicable laws. **By signing this application, the undersigned agrees that he/she/it has read and agrees to the terms and conditions listed above.***

PRINTED NAME

SIGNATURE

DATE