



Turnstone
Creating possibilities.

Third Party Event Guidelines

We are honored you are considering Turnstone as a beneficiary of your fundraising event. We greatly appreciate your philanthropic efforts to support Turnstone in our community. Events sponsored by individuals or organizations, known as “third-party events,” raise funds to support exceptional care for clients provided at Turnstone.

EVENT APPROVAL: Turnstone is very grateful for third party fundraising efforts, but we must approve all fundraising events in advance. Therefore, before you begin to plan your event, we ask that you read our Third Party Event Guidelines. To ensure that Turnstone remains compliant with IRS regulations for a 501(c)3 (charitable) organization, third party event organizers must adhere to these guidelines. Individuals and organizations must also complete the Third Party Event Application and Release Agreement 90 days in advance of the event, unless approved by Turnstone management. We will contact you within seven to ten business days of receiving these materials to inform you of your application.

RESPONSIBILITIES: The third party individual and/or organization is responsible for all aspects of the event including: logistics, primary sales, staffing, marketing and promotion of the event. Turnstone may, at our discretion and with advanced notice, assist with these activities – when appropriate.

FUNDING: Turnstone will not supply any funding to finance a third party event and will not be responsible for any debts incurred. The individual/organization will not open any bank accounts using Turnstone’s name or Taxpayer Identification Number (TIN). Any check donations listing Turnstone as “Payee” will be forwarded to Turnstone for deposit.

USE OF NAME/LOGO: The third party individual/organization must receive prior approval before using Turnstone name and/or logo on any marketing materials. Events must be consistent with the mission and image of Turnstone. Individuals/organizations that are in conflict with Turnstone’s mission or values, as determined by Turnstone, may not participate as sponsors. Turnstone does not and will not purchase advertising to promote third-party events. Any purchased advertisements must be done through the third party event organization.

TAX DEDUCTIONS & DONATIONS: Third party fundraising efforts are not permitted to use Turnstones’ Tax-Exempt or Federal Employer Identification numbers when purchasing materials or supplies for events. Indiana and federal tax laws stipulate that individuals or groups raising funds independently for the purpose of providing financial support to Turnstone are prohibited from claiming exemption from state and any other applicable taxes incurred through such purchases.

PROCEEDS: The public should be clearly informed that the net amount raised will be donated to Turnstone. However, if Turnstone will not receive all of the proceeds from the event, the exact percentage of the proceeds to be provided to Turnstone must be stated clearly on all promotional materials. If all proceeds from the event will be provided to Turnstone, the sponsor of the event must consider all expenses incurred in the production of the event as a non-tax deductible donation. If the sponsor wishes to extract expenses incurred in producing the event from the proceeds of the event, checks may not be made payable to Turnstone and will not be tax deductible. Only donations made directly to Turnstone are tax deductible (to the extent permitted by law). Donations made directly to a third party event organizer may be used to pay for event expenses, but they are not tax deductible contributions.

DONATION: For events through which Turnstone is the beneficiary, all net revenue raised on behalf



Turnstone
Creating possibilities.

of Turnstone must be submitted to Turnstone within 30 days of the event or by a predetermined and mutually agreed upon date. Any checks made payable to Turnstone must be forwarded to Turnstone for processing and deposit. Third party event net revenue must represent an outright donation and cannot include any exchange of products or services.

DONOR COMMUNICATION: If any expenses are to be extracted from the proceeds, the exact percentage of the proceeds to be provided to Turnstone must be stated clearly on all promotional materials and communications.

LICENSE & INSURANCE: The event organizer is responsible for obtaining any necessary permits, licenses, or insurance needed to conduct the event or any activities associated with the event (examples: raffle license, beer & wine permits, etc.) Turnstone assumes no legal or financial liability associated with third-party events.

SHARING OF INFORMATION: Turnstone does not compile, nor release volunteer or donor contact information to outside organizations. All third party events benefitting Turnstone must abide by this as well.

BENEFICIARY: Turnstone may be identified as the beneficiary of the event, but may not be presented as the sponsoring organization. For example, an event should not be referred to as, "The Turnstone Bake Sale." Rather, the event should be promoted as a "The (Organization's Name) Bake Sale: Benefitting Turnstone."

SPONSORS: If you plan to contact businesses, individuals, or organizations for sponsorship, contributions, or in-kind gifts, before approaching such prospective donors, event organizers must obtain prior approval from Turnstone. Many individuals and businesses support Turnstone through other fundraising appeals and may not wish to provide additional donations. **NOTIFICATION:** Turnstone must be notified of any significant changes for your event. In rare instances it may become necessary for Turnstone to ask you to cancel your event. In this circumstance, you must cancel the event and remove the Turnstone name and logo from any association with, or liability and connection to, your event.

Questions about hosting an event?

Contact: Kayla Crawford kayla@turnstone.org (260)483-2100

Thank you for your support of Turnstone!