

Thank you for your interest in raising funds for Kennedy Krieger Institute. We are grateful to have you support our mission of transforming the lives of children with disorders of the brain through groundbreaking research, innovative treatments, and life-changing education..

Kennedy Krieger is grateful to receive inquiries from Institute family, individuals, organizations and community groups that would like to host fundraising events on our behalf. The Kennedy Krieger Institute senior management team and staff have developed some policies and procedures to **help you** and assist us in learning what your plans. If you are interested in planning an event for the Kennedy Krieger Institute you must either create an online fundraising page or submit a completed "Third Party Event Proposal Form." Each event will be carefully evaluated for appropriateness with Kennedy Krieger's mission.

THANK YOU FOR YOUR SUPPORT!!!

GENERAL INFORMATION

- All fundraising events for Kennedy Krieger Institute require written permission from the Institute in advance.
- An online fundraising page or **Special Event Proposal Form** must be completed and submitted to Kennedy Krieger's Philanthropy office before approval can be granted.
- Kennedy Krieger Institute reserves the right to deny any application for a special event/fundraising program that does not appropriately reflect the mission of the Institute.
- If circumstances warrant, Kennedy Krieger Institute may opt out as the beneficiary of the event /promotion at any time with no obligation.
- Kennedy Krieger Institute must be notified if another organization will benefit from this event.

LIABILITY, CANCELLATION & CHANGES TO YOUR EVENT

- Event Organizer agrees to indemnify and hold Kenny Krieger Institute, its Board of Directors and employees harmless from and against any and all losses, damages, costs, attorney's fees, expenses, and liabilities incurred in connection with or with the defense of, any claim or action or proceeding arising out of or incurred in connection with the event.
- If any changes arise to your fundraising event after you have spoken with Kennedy Krieger Institute staff, it is your responsibility to keep us informed.

PROHIBITIONS

Kennedy Krieger Institute will not approve events or promotions if they:

- Require Institute endorsement of a product or service or Institute participation in the direct sale of a product or service

- Involve a professional fundraiser and or involve an agreement to raise funds on a commission, bonus or percentage basis
- Involve promotion of a political party, candidate or potential candidate
- Involve unusual risk that could expose the Institute to major liability