

POLICIES AND PROCEDURES

The Barrow Neurological Foundation reserves the right to decline fundraising events and initiatives as an important safeguard in preserving the integrity of the name and reputation of the Barrow Neurological Foundation, the Barrow Neurological Institute, and all associated entities.

Upon approval of your application the fundraising host/organization assumes all risks and liabilities associated with the event and hereby release and hold harmless Barrow Neurological Foundation, Barrow Neurological Institute, all associated entities, their directors, officers, employees, agents, and successors from and against any and all claims, damages, liabilities, costs, and expenses, including reasonable attorney fees arising out of or in connection to the event, including without limitation to any personal injuries or damages to property that may occur in conjunction with your proposal.

It is agreed that the fundraising host/organization will notify Barrow Neurological Foundation of any changes once the application has been approved. Barrow Neurological Foundation reserves the right to withdraw as beneficiary of the event at any time.

Use of the name Barrow Neurological Institute, and logos that indicate endorsement by or support of Barrow Neurological Institute is not authorized. Approved events will receive permission to use "Benefiting Barrow Neurological Foundation" logo only.

All printed and electronic collateral, advertising or other event promotional material using the "Benefiting Barrow Neurological Foundation" logo must be approved by Barrow Neurological Foundation in advance of production and must comply with usage and brand standards. (This includes invitations, posters, flyers, press releases, event shirt design, etc.) To provide your donors with important information regarding their contribution, we ask that all promotional materials clearly state the percentage of proceeds (gross or net) and/or portion of the ticket price that will benefit Barrow Neurological Foundation.

The fundraising host/organization is responsible for obtaining any necessary permits or clearances required by the government. Please note, most permits/clearances require 60-day advance application.

The fundraiser host/organization must obtain appropriate insurance coverage, if necessary.

It is agreed that publicity for your event may not imply sponsorship of any kind by Barrow Neurological Foundation, Barrow Neurological Institute, or any of its associated entities. Additionally, Barrow Neurological Foundation, Barrow Neurological Institute, or any of its associated entities may not be used in naming your event. For example, "Barrow Neurological Foundation Golf Tournament" is not acceptable. Instead, the event should be promoted as "Golf Tournament to benefit Barrow Neurological Foundation."

Barrow Neurological Foundation cannot provide funding or reimbursement for event expenses.

There must not be use of Barrow Neurological Institute patients or families in event material, including but not limited to photographs, videos, or interviews, without prior approval.

Bingo, lottery, and drawings are games of chance and are considered a raffle. Raffles MUST be approved and registered by the state.

Events must comply with all federal, state, and local laws governing charitable fundraising and gift reporting. All tax receipting issues must be agreed upon and documented before the Barrow Neurological Foundation approval is given. Barrow Neurological Foundation may only issue tax receipts for checks made to "Barrow Neurological Foundation". If your donors send their contributions directly to Barrow Neurological Foundation, you must inform Barrow Neurological Foundation staff of the value of any goods or services the donor received in return for the contribution. Please do not promise any kind of receipt to your donors as issuing an inappropriate receipt can jeopardize Barrow Neurological Foundation's charitable tax status.

The fundraising host/organizer must seek approval from Barrow Neurological Foundation to repeat the event each succeeding year.

Barrow Neurological Foundation is authorized to have complete access to all fundraising activities. Barrow Neurological Foundation is authorized to audit such records and contracts if a question is raised about the event's proceeds at the completion of the fundraiser, or at any time prior, as deemed necessary by the Barrow Neurological Foundation staff.

The event host/organization agrees that proceeds will be mailed or delivered within 45 days to:

Barrow Neurological Foundation
Attention: Marketing Department
2910 N 3rd Ave, Ste 450
Phoenix, AZ 85013

You agree on behalf of the organization you represent that, if the project you wish to coordinate is approved by Barrow Neurological Foundation, that you and your organization agree to abide by ALL Barrow Neurological Foundation Policies and Procedures set forth by Barrow Neurological Foundation.

Thank you for your support of Barrow Neurological Foundation.

A decorative blue banner at the bottom of the page, matching the header banner, with a diagonal split design.