



425C Pawley Hall
(248) 370-2424 | oakland.edu/OUCARES

Helping improve the quality of life of people impacted by Autism Spectrum Disorders

Raising awareness and funds are vital to the continued success of OUCARES. Thank you for your commitment to the mission of OUCARES! Your time and effort are greatly appreciated as you move ahead in planning a fundraiser to support the Oakland University Center for Autism.

Any person(s) or group can plan and implement a third party fundraiser for Oakland University's Autism Center—OUCARES. Third party fundraisers allow people to come together to raise awareness and acceptance of Autism Spectrum Disorders as well as strive towards a common goal of improving quality of life for people impacted by Autism. You design and fund the event or activity, host it, and invite guests while making a huge difference in the lives of people impacted by Autism. Your third party event or activity can be as large or small as you like as long as a few guidelines are followed.

Examples of third party fundraisers include but are not limited to:

- Run/Walk Events
- Silent Auctions
- Dinner Parties
- Bake Sales
- Car Washes
- Restaurant Openings
- Garage Sales

Individuals or organizations interested in hosting a fundraiser and donating all or some of the net proceeds to OUCARES should read and sign the attached Third Party Fundraiser Guidelines and Information Sheet and return them to OUCARES at the address below.

Oakland University Center for Autism – OUCARES
425C Pawley Hall
Rochester, Michigan 48309
(248) 370-2424
Fax: (248) 370-4242
oucares@oakland.edu

Thank you for your interest in supporting OUCARES. We deeply appreciate the commitment and investment of time and resources required to host a third party fundraiser. For additional information, please contact OUCARES at (248) 370-2424.



Center for Autism - Outreach

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Third Party Fundraiser Guidelines

Thank you for your interest in fundraising for OUCARES! In order to host a fundraiser and donate proceeds to the Oakland University Center for Autism, we ask that you follow these guidelines:

1. We agree that OUCARES encourages fundraising events and activities that are consistent with their goal "to improve the quality of life of people impacted by Autism Spectrum Disorders." The event will reflect positively on OUCARES, not be offensive to any group, and abide by all laws and Oakland University regulations.
2. We agree that all promotional materials for this event should clearly state that the fundraiser is sponsored by you or your organization, with proceeds going to OUCARES.
3. We agree that if we wish to use OUCARES' name or logo on any materials, including advertising, we will first obtain OUCARES' approval prior to use or distribution of those materials.
4. We agree to underwrite all costs of the event or activity and to secure such underwriting prior to the fundraiser. OUCARES shall incur no costs unless otherwise agreed upon in writing prior to the event or activity.
5. We agree that we are responsible for obtaining all necessary permits, insurance and waivers/releases for the event and for the specific event location (if applicable).
6. We agree to allow OUCARES to display informational materials about their organization such as brochures, flyers, mailing list sign-up sheets, and signage at the event or activity.
7. We agree to handle all monetary transactions for the event or activity and to present the proceeds to OUCARES within 30 days of the completion of the event or activity.
8. We understand that the preferred method of payment is a check or money order payable to OUCARES. We agree to attach a list of donors and donations of materials and supplies along with our donation so that appropriate thank you letters can be sent.

Name of Group/Organization: _____

Contact Person's Name: _____

Signature: _____

Date: _____



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Third Party Fundraiser Information Sheet

Name of Organization or Individual:

Contact Person (s):

Address:

Phone #:

Email:

Fax:

Date & Time of Activity/Event:

Location of Activity/Event:

Brief description of activity/event:

Briefly explain how funds are going to be raised for OUCARES:

Briefly describe how the activity/event will be publicized:

What support would you like from OUCARES?

If you are donating a portion of the net proceeds (rather than the full amount) from your activity/event to OUCARES, please specify what percentage or \$ value you will be giving:

% of Proceeds: % OR Value of Proceeds: \$

I have read and agree to the above OUCARES Third Party Fundraiser Guidelines and agree to adhere to its policies. I hereby for myself, my heirs, executors, and administrators waive and release all rights and claims for damages I or others involved with this event or activity may have against OUCARES, or which may arise out of traveling to, participating in, and returning from this activity/event.

Name of Group/Organization:

Contact Person's Name:

Signature:

Date: