

## **Third Party Events: General Information and Guidelines Community Event and/or Promotion Information and Guidelines**

Thank you for your interest in supporting The New Jersey Affiliate of Susan G. Komen. Donations to Komen New Jersey are an important vehicle in advancing our mission of saving lives and ending breast cancer forever. As you begin your planning process, please review the guidelines below FIRST and then complete and submit an application for approval. We will do our best to have a decision within three days of the application submittal.

The New Jersey Affiliate is committed to increasing screening mammography to save lives through early breast cancer detection. Komen New Jersey serves 21 counties in New Jersey from Sussex to Cape May. We can only consider third party events or sales which will raise money in one or more of our authorized counties.

Please note that Komen New Jersey will not be able to provide administrative or logistical assistance for the event or sale (i.e., distributing invitations, compiling RSVPs, selling tickets, distributing raffle licenses, sitting on steering committees).

### **The Affiliate requires all Third Party Fundraisers to:**

1. Complete an application and fax to 609.896.1207 or email [info@komennewjersey.org](mailto:info@komennewjersey.org). (All third party agreement applicants must clearly state a specific percentage of new revenue or a specific dollar amount that they will contribute to the Komen New Jersey Affiliate. For example, \$10 of each ticket sold or 10% of the sales price of this product, etc.)
2. Once the event or sale is approved, a Third Party Contract/"Letter of Agreement" must be signed immediately.
3. Provide insurance for your event or sale, at a minimum, the Third Party Fundraiser must present proof of comprehensive general liability insurance in the amount of one million dollars (\$1,000,000.00) which covers liability for bodily injury, property damage or death arising out of the third party event or sale. At the discretion of the Komen New Jersey Affiliate, you may be required to name the following as "Additional Insured" on your policy solely with respect to the event or sale: "The New Jersey Affiliate of Susan G. Komen for the Cure," 2 Princess Road, Suite D, Lawrenceville, NJ 08648 and Susan G. Komen Headquarters, Dallas TX. (The event or sale will not be approved until the required insurance documents are received in the Komen New Jersey Affiliate office.)
4. Payment must be submitted within 30 days following the conclusion of the event or sale, unless otherwise stated.
5. Ensure sponsors, attendees and participants make their payments to you as the entity conducting the event or sale. You cannot offer participants the option of direct payment to the Affiliate for tax purposes; we are not able to provide tax receipts for third party events.
6. Inform us of any potential event sponsors or underwriters for your event or sale before you secure them to avoid conflict with established connections the Affiliate may have.
7. If the event consists of a sporting activity, ALL event participants must sign a waiver form (sample form can be provided).

Any additional questions, please contact our Affiliate office at 609-896-1201.

**Susan G. Komen New Jersey  
2 Princess Road, Suite D  
Lawrenceville, NJ 08648**