



## Foundation for Ichthyosis & Related Skin Types, Inc.® (FIRST) Volunteer Fundraiser Proposal Authorization Form

The Foundation is pleased to assist you in planning your fundraising event by offering the following:

- Permission to use the Foundation's name and logo for the event
- Advertising in the Foundation's quarterly newsletter, *Ichthyosis Focus*
- Educational materials for distribution and assistance with design of flyers
- Notification of Foundation members in area of event
- Guidance and suggestions with event planning

The Board of Directors has developed the following guidelines pertaining to all fundraising events that benefit the important work of the Foundation, which are sponsored by third parties (individuals or organizations other than the Foundation and its staff).

- FIRST requires all individuals or organizations wishing to host a fundraising event to benefit the Foundation complete the Third Party Fundraising Proposal prior to the event.
- FIRST will notify the applicant of the status of the fundraising event within seven days of receipt.
- FIRST requires all proceeds and a final income/expense report be submitted to the Foundation office within thirty days following the event.
- Third parties are prohibited from setting up a separate bank account in the Foundation's name in conjunction with the fundraising event.



**Foundation for Ichthyosis & Related Skin Types, Inc.® (FIRST)  
Grassroots Fundraiser Authorization Form**

Name of Contact Person Organizing Event: \_\_\_\_\_

Name of Organization/Company (if applicable): \_\_\_\_\_

Contact Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Fundraiser: \_\_\_\_\_

Date of Fundraiser: \_\_\_\_\_ Location: \_\_\_\_\_

Will there be a registration fee to attend your event? Y or N

Registration amount: \$\_\_\_\_\_

Number of people expected to attend event: \_\_\_\_\_

Please attach a proposed budget of income and expenses

Any other details that are relevant to the event that you would like to share:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand and agree to comply with FIRST's guidelines for a third party fundraising event.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Foundation Representative

\_\_\_\_\_  
Date

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