



SERVING THOSE WHO SERVE

Patriotic Supporter Procedure

1. Decide what type of fundraiser you wish to organize:

There are many types of events that can be used as a successful fundraiser. Some of the most common and popular include: Golf tournaments, run/walk/bike/swim events, Banquet/dinner/gala events, company fundraisers, school fundraisers, giving circles, paintball tournaments, rugby tournaments, Motorcycle rides, body building and athletic competitions, bake-offs, video-game tournaments, fishing tournaments, football and lacrosse.

When organizing your event, please bear in mind that we are unable to lend our support to any fundraiser that is of a sexual, political or religious nature.

2. Set a Fundraising goal.

Determine how much money you would likely collect. Setting a fundraising goal allows the organizer to better understand the scope of his event, how large it will need to be to reach the desired amount of funds, and helps the AFF determine how best to support the event and give advice.

3. Make a Plan.

It is essential to have enough time to notify the public and potential sponsors of your event. To give yourself enough time, we suggest starting from the date the event will take place and working backward to ensure you have enough preparation time.

4. Notify us about your fundraiser.

We are delighted to assist you in any way we can with guidelines and materials. Please fill out the Patriotic Supporter Fundraiser for to register the fundraiser with our office.

5. Collect the funds.

All monetary donations are tax deductible. As confirmation for their donation we will send donors a letter which they may use for their tax records.

When receiving donations in cash, please provide an Offline Donation Tracking Excel File, with names and addresses of the individuals who have donated cash and the amount donated by each individual. For the security of these donations, please convert them into a check before sending through the mail.

In order to ensure that the donations are processed in a timely manner, please send in the contributions as soon as possible. This also allows us to send the appropriate letters to the donors in a timely manner.

6. Let us know how it went

We are grateful of your support of the troops and honored that you chose the Armed Forces Foundation for the donation of your proceeds. We greatly appreciate any feedback you might be able to give us about the problems you encountered and the successes you experienced. Such information allows us to better help others who may be interested in supporting the troops with similar activities.

If you have any pictures or videos from your event we would be happy to display them on our website at www.armedforcesfoundation.org

Note: If you would like to use our logo on any or all of your materials, please submit your designs before you produce them, this allows us time to review your use of the logo in accordance with the terms of our non-profit organization, and prevents you from prematurely using your resources.



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Fundraiser/Partnership Request Form

Why am I being asked to fill out this form?

We are grateful for your efforts in organizing an event for the troops. In order to better assist you with materials and guidelines we need to know specific details of what you plan to do and how you plan to do it. Because the Armed Forces Foundation has limited resources, and due to the large number of requests that we receive from interested individuals and businesses, it is helpful for us to organize the incoming requests.

Contact Information

Company/Organization:		
Company/Organization overview/purpose:		
Contact Name:		
Address:		
City:	State:	Zip:
Phone:	Alt:	Fax:
Email:		

Proposed partnership start date:

Proposed partnership end date (or re-evaluation date):

Event/Program Information

Please describe your event/program:

Please be as specific as possible. If this is a fundraising event, be sure to include the type of event and your fundraising goal. If this is a program proposal, please describe the nature of the proposed relationship.

What do you require from the AFF?

i.e. Funding, staff, volunteers, logo, etc. Please include amounts required and time frame of requirements. If you require our logo, please describe how, where and for what duration it is intended to be used.

Event Specifics (if applicable):

Event Title:	Frequency (if applicable):	
Estimated # of attendees:		
Event Location:		
Address:		
City:	State:	Zip:

Acknowledgement: I acknowledge that my fundraiser is not religious, political or sexual in nature.

Terms and conditions

1. Due to the number of applications we receive, please allow for 5 business days for your request to process from the time of submission. If your event is not approved we will notify you within the allotted time of 5 business days. You should consider you individual event approved if you have not received a notice of disapproval in this timeframe.

Nothing in this Agreement creates a joint venture, partnership, principal-agent, employer-employee or similar relationship between the AFF and the Event Organizing Group, or any members of the Event Organizing Group. Event Organizing Group shall comply with all applicable federal, state and local laws and regulations relating to charitable solicitations and promotions. This agreement represents the entire understanding of the parties and cannot be amended or modified, except in writing and signed by both parties hereto.

2. Event Organizing Group acknowledges that AFF is the rightful licensee of the name and logo which is duly registered with the U. S. Patent and Trademark Office, and whose rights are superior to those granted to the Event Organizing Group as a sublicense under this agreement. Event Organizing Group agrees to use the name and logo in accordance with the charitable nature of the Armed Forces Foundation.

3. AFF warrants that it has all necessary authority to license the promotional rights of the AFF name and logo and to do all things necessary to perform its obligations under this agreement. AFF will defend, indemnify, and hold harmless Event Organizing Group from any liability for trademark or copyright infringement arising out of a breach of this warranty. AFF warrants that it is a tax-exempt 501(C)(3) non-profit organization. 4. The AFF hereby grants the Event Organizing Group a limited, non-exclusive right to use the "Proud Supporter of Armed Forces Foundation logo in promotional materials related to the fundraising event. Armed Forces Foundation reserves the right to refuse the use of the AFF name or marks at any time.

4. All collateral materials relating to the event must meet the following standards: (a) This phrase shall appear conspicuously on entry forms or other material received by every participant, observer, or donor: "This promotion is sponsored by the Event Organizing Group, which is solely responsible for its fulfillment. The "Armed Forces Foundation" name and logo is used by permission."; (b) state that the AFF is the benefiting organization; (c) state that more information about the AFF may be found by visiting the website at www.armedforcesfoundation.org or by calling the AFF at **202-547-4713**; and (d) the actual or anticipated percent or portion of sales, admission price or other proceeds that will benefit the AFF.

5. AFF will receive the event contribution within 30 days of the completion of the event, either through an online donation(s) to the link provided or mailed to our headquarters in Washington, DC using the Event Donation Form available at www.armedforcesfoundation.org.

6. AFF, its directors, employees and legal representatives shall be indemnified and held harmless from all claims, loss, damage, injury, liability, costs and expenses of whatsoever kind or nature caused by, arising out of, or occurring in connection with, any act or omission to act by the Event Organizing Group, their employees, or agents, in connection with the event. AFF insurance will not cover any event held by the Event Organizing Group nor will the AFF be listed as a co-insured on any coexisting event.

7. This Agreement is binding upon and inures to the benefit of each of the parties hereto and their successors and assigns; provided, however, neither party may assign or transfer (including, without limitation, by operation of law) this Agreement, including the rights and obligation hereunder, without prior written consent of the other party, and any such attempted assignment or transfer shall be null and void.



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FAQ's

Can AFF issue a receipt for donated goods and services?

Under the current structure of tax laws we are unable to issue a tax receipt for an individual's time, goods or services donated by a supporter.

Do admission tickets, raffle tickets and auction items qualify for a tax receipt?

Only donations made directly to the AFF may qualify for a tax deductible receipt. Drawing tickets, admission tickets and auction items do not qualify as there is a good or service being exchanged.

Can the AFF provide information and materials for events?

Yes, but we require that you fill out our Patriot Supporter Information form first.

Are raffles acceptable fundraising events for AFF?

Yes. However, the regulations for the charitable status of raffles differ from state to state. Before beginning a charitable raffle, we strongly recommend that you check with you local attorney or state official.

Can I use the AFF logo to advertise my event?

Yes! If you would like to use the AFF logo for your event, you must submit your plans to use it to us for approval before you purchase a finished product or print. If the logo is misused in any way as determined by the AFF, all costs associated with the production of that good will be at the creator's expense.

How can I volunteer at an event?

We are grateful to all volunteers for their dedication and time. The service of volunteers like you is vital to aiding the troops. To find local events, you may refer to our calendar of events and fill out a volunteer form (also found on our website).