



SPECIAL EVENTS AND PROMOTIONS



Dave Thomas
Foundation
for Adoption®

Finding Forever Families for Children in Foster Care

GUIDE & APPLICATION

Thank you for your interest in partnering with the Dave Thomas Foundation for Adoption (Foundation) to host a special event or promotion that will advance our mission to dramatically increase the number of adoptions of children waiting in North America's foster care systems.

Anyone is encouraged to donate to the Foundation at any time. However, the application within this guide must be submitted and approved to officially associate a special event or promotion with the Foundation. We appreciate your support and look forward to collaborating with you.

The Foundation is pleased to support your efforts by providing:

- Planning expertise.
- A letter of authorization to validate the authenticity of the event and its organizers.
- Permission to use the Foundation's name and logo. *Note: All fundraising activities that involve use of the Foundation's name or logo must be approved in advance.*
- Written tax receipts to donors who make checks payable to the "Dave Thomas Foundation for Adoption" in accordance to charitable giving receipting standards.

Special event and promotions guidelines include, but are not limited to:

- The Foundation does not provide financial support for any third-party event, and cannot pay to participate in an event or advertising opportunities at an event.
- The Foundation and The Wendy's® Company are two separate entities. The Foundation is unable to provide Wendy's coupons for an event, and cannot provide support or participation from Wendy's restaurants.
- Due to the large geographical area covered and limited staff, the Foundation may be unable to provide a representative to attend the event.
- An application must be completed and submitted to the Foundation at least four weeks prior to the proposed fundraising activity. Approval will be granted on a per event/promotion basis. Applicants must reapply annually for approval.
- The Foundation reserves the right to deny any application for a fundraising activity that does not complement or advance the Foundation's mission.
- All publicity activities must be approved by the Foundation prior to distribution.
- Publicity may not imply that the event is sponsored or co-sponsored by the Foundation. List the event name followed by "...benefiting the Dave Thomas Foundation for Adoption."
- Please notify the Foundation if another organization will benefit from this event or promotion.
- Solicitation of businesses involving the direct or implied use of the Foundation name or logo must be approved in advance.
- The Foundation and all related entities are not liable for any injuries sustained by event volunteers or participants related to an event benefiting the Foundation, and cannot assume any liability for the event. All funds raised for the Foundation must be submitted within thirty (30) days of the end of the event or promotion.
- In accordance with fundraising standards, any solicitations relating to the event must specify at the point of solicitation, and in a manner acceptable to the Foundation: **a)** that the promotion is benefiting the Foundation; **b)** the actual or anticipated portion of the purchase price that will benefit the Foundation (please note that general "proceeds benefit" language is not sufficient); **c)** the duration of the activity; and **d)** any maximum or guaranteed minimum contribution amount.

Thank You for Your Support





APPLICATION



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Please complete and return to the Dave Thomas Foundation for Adoption.

NAME OF EVENT OR PROMOTION

DATE(S)

LOCATION

BRIEFLY DESCRIBE EVENT OR PROMOTION

CONTACT

TITLE

BUSINESS

ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

OTHER BENEFICIARIES OF THIS EVENT OR PROMOTION?

YES

NO

IF YES, PLEASE PROVIDE THE NAME(S) OF ORGANIZATION(S)

HAVE YOU EVER COORDINATED THIS TYPE OF EVENT OR PROMOTION BEFORE?

YES

NO

IF YES, PLEASE EXPLAIN

HOW WILL FUNDS BE RAISED (TICKET SALES, PLEDGES, SPONSORSHIP, PERCENTAGE OF PROCEEDS, ETC.)?

WHAT PARTICIPATION OR RESOURCES DO YOU REQUEST FROM THE FOUNDATION?



APPLICATION



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DO YOU PLAN ON USING THE FOUNDATION NAME OR LOGO?

YES

NO

IF YES, PLEASE EXPLAIN HOW (You must receive the Foundation's approval in advance.)

ANTICIPATED AUDIENCE

REVENUE ESTIMATE (Individual/organization not liable for amount listed)

GROSS PROCEEDS

EXPENSES

ESTIMATED DONATION

ESTIMATED ITEMS SOLD

EXPECTED DONATION DATE

I have read, understand and agree to abide by the preceding guidelines for events and promotions to benefit the Dave Thomas Foundation for Adoption.

SIGNATURE

DATE

RETURN COMPLETED APPLICATION TO:

Dave Thomas Foundation for Adoption

ATTN: Development Department

716 Mt. Airyshire Blvd., Suite 100

Columbus, OH 43235

—OR—

Email

Mallory_Roth@davethomasfoundation.org

Fax

614-764-3077

The Dave Thomas Foundation for Adoption is a national nonprofit public charity dedicated exclusively to finding permanent homes for the more than 155,000 children waiting in North America's foster care systems. Created by Wendy's® founder Dave Thomas who was adopted, the Foundation implements evidence-based, results-driven national service programs, foster care adoption awareness campaigns and innovative grantmaking. To learn more, visit davethomasfoundation.org or call 1-800-ASK-DTFA.

For Foundation use only

COMMENTS:

APPROVED

DECLINED

AUTHORIZED SIGNATURE:

DATE: