



give them a reason to smile.



Fundraisers ROCK!

Grassroots Fundraisers Get it!

You understand the importance of the ASF vision & mission to improve lives, create awareness and treatment through research, education advocacy and support!

We **LOVE** you for it!!

Thank you for expressing interest
in fundraising for the ASF! You're
about to make a *Real Impact* for
Good!

This packet has some helpful information. All of it is worth reading, however,
the most important thing is the Fundraising Agreement on Page 5.
I need this in my hot little hands, so I can assist you and help make your efforts

Fruitful, Fulfilling & FUN.

(aka, the Triple E-Ffect!)

Kitty Murphy

- Special Events Coordinator -

Let's Make YOUR Event "Official-Like"

- Complete *the Fundraising Event Agreement* & send it in before you do **ANYTHING!**
- It is meant to protect you
- It is meant to protect us
- It is 'The Law!' -- 😊



Once Your Agreement is Received, Expect GREAT Things!

Kitty Murphy, Special Events Coordinator will:

- **Contact you**
- **Make YOUR fundraiser ASF Official-like!**
- **Send you brochures, sponsor forms and other things that might be helpful**
- **Work with staff team and PR Team to help give your event a social media boost**
- **Brainstorm ways to kick it up a notch and make your efforts shine!**

Soo excited to hear your creative ideas!

Okay! Time for YOU to Take Some Notes!



- We have a reputation to uphold. **You are responsible** for all permits, insurance, and other necessary requirements for your event. Check with city, state, and country for regulations.
- Funds received are tax-deductible **(if you do the right thing!)**
 - *100% of the proceeds must be forwarded to the ASF and **back up documentation (copies) of donations received is required for tax-receipt purposes.***
 - All cash needs to be turned into a cashier's or bank check. **Don't send cash, silly!** People like to steal that stuff.
- **Use Donation-In-Kind Form** (in this packet) for any non-cash items given for your event. For example – Local business gives food, or raffle prizes, or other useful things to make your event more special. Goodwill from local businesses is such an awesome partnership!

Okay Everybody, Let the Festivities Begin!



Wait!! A Few More Things to Consider:

- There's **free money** for the asking! Don't be shy! **You are passionate** about your cause, and **local, influential people** will hear your passion & may want to put their business name behind your efforts! A general sponsorship form is included in this packet.
- **Distribute ASF information** brochures (We got 'em! Just ask!)
- **Create a Flyer** and distribute it locally
- **Create a Facebook Event** – Share it with everyone (including the ASF)
- Want to use our **logo??** Great!!! Contact Kitty Murphy at kmurphy@angelman.org or 630-978-4245. Using the logo makes your event professional-like ☺ Before distribution, you just need to run the final copy past us for final approval (another legal thing that protects us all)
- If it's going to be a **"Really Big Show!"** – contact **local media!** They **LOVE** a good community event!

**Get creative with your event promotion!
Take time to properly spread the word and you'll be
amazed at how it turns out!**

- **Do not deposit** any funds collected for ASF **into your own bank account**, as this will be considered personal taxable income. Turn it into a cashier's check, or set up a separate, **temporary bank account** with the same name as your event.
- **Keep impeccable records** of all money that goes in this account!!
- Complete the **donation form FOR ALL DONATIONS RECEIVED!** If it's cash, mark 'cash' on the form.
- Fill **one form out for each and every donation** – whether it is via cash, check or charge.
- Since you have a completed donation form, it is okay to combine all the cash into one cashier's check before sending it in. **Remember do not send cash!**

ALL donations, along with a brief description of your event, should be mailed to:

**Angelman Syndrome Foundation
75 Executive Drive, Suite 327
Aurora, IL 60504**

Notice & Disclaimer Regarding ASF Fundraising

The Angelman Syndrome Foundation (ASF) is a non-profit organization of families, caregivers and professionals who care about those with Angelman Syndrome. ASF reserves the right to deny permission to raise funds for or on behalf of ASF for any lawful reason and refuses to accept responsibility for any funds or fundraising efforts in violation of this policy



75 Executive Drive, Suite 327, Aurora, IL 60504
Phone: 800-432-6435 Phone: 630-978-4245 Fax: 630-978-7408
www.angelman.org imakeadifference@angelman.org

FUNDRAISING AGREEMENT

Name: _____ Date: _____

Address: _____

Phone: () _____ Email: _____ @ _____

The Angelman Syndrome Foundation ("ASF") is pleased that you have expressed interest in conducting a fund-raising event to support the purposes of ASF. This letter outlines our understanding in connection with hosting such an event that is not sanctioned by ASF.

- 1. You will host a fund-raising event on [date] in [location] in the nature of a [picnic, bake sale, etc.] for purposes of raising awareness about Angelman Syndrome and raising funds for ASF (the "Event").
2. Funds raised should be designated towards (check one)
RESEARCH The ASF is the largest private funder of Angelman-specific research grants. All areas of innovative and cutting-edge basic science research and clinical trials are funded by the ASF.
WHERE NEEDED MOST This supports every aspect of the life and mission of the Angelman Syndrome Foundation.
CONFERENCES and SCIENTIFIC SYMPOSIA The ASF provides the scientific community and Angelman Families the opportunities to gather for our scientific and research-based symposia and educational conferences.
3. The ASF office will be happy to fill requests for brochures to be used for your event to raise awareness of Angelman Syndrome.
4. Donations received by the ASF office will be acknowledged, with proper documentation (backup copies/receipts)
5. You are solely responsible for complying with national, state, county, and local laws and ordinances regarding your event. If you fail to comply with such laws, you hold ASF, its officers, directors, staff and agents harmless from any and all claims and damages arising from such failure to comply.
6. Any and all details regarding your event (pre, during and post) are your sole responsibility. This event is not sponsored or endorsed by ASF, and ASF disclaims any responsibility or liability associated with this event. You hereby hold ASF, its officers, directors, staff and agents harmless from any and all claims and damages that may arise in connection with this event.

Sincerely, Eileen Braun

Eileen Braun, Executive Director

I have read, understand, and agree to the terms and conditions set forth in this letter.

Print Name _____

Signature _____

Date _____

- Email a scanned copy of your signed agreement to kmurphy@angelman.org
Fax your signed agreement to (630) 978-7408
Send your signed agreement to The Angelman Syndrome Foundation at 75 Executive Drive, Suite 327, Aurora, IL 60504

Donation In-Kind Form (ASF Copy)



75 Executive Drive, Suite 327
Aurora, IL 60504
800-432-6435
www.angelman.org

Business Name	Event Name & Location	
Business Contact Name	Phone Number	Date
Address	City	State ZIP
Business Contact Signature & Date	Email	

Donated Items (Include # and description)	Retail Value	Pick Up/ Delivery Date	Picked Up/ Delivered (✓)
TOTAL			

Volunteer Signature & Date	Email
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Donation In-Kind Form (Customer Copy)



75 Executive Drive, Suite 327
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Business Name	Event Name & Location	
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TOTAL			

Volunteer Signature & Date	Email
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Become an Event Sponsor!



give them a reason to smile.

Angelman Syndrome ...,

- A rare neurogenetic disorder often misdiagnosed as autism or cerebral palsy
- Symptoms include life-threatening seizures, significant developmental delay, lack of speech, and walking/balance disorders
- Individuals are known for their frequent laughter, excitability, generally happy demeanor, and ever present smile
- Need constant, life-long care
- Want to learn more? Visit www.angelman.org

UPCOMING EVENT: _____

➤ **Presenting Sponsor- \$5,000!**

○ **Your company name & logo listed as presenting sponsor on all event ads**

- **Corp logo** on all event ad & promotional items
- Sponsor rep. to address participants during event
- Banner & info table at event
- Recognition at awards event
- Three National Facebook/Twitter shout-outs
- Your corporate logo displayed on ASF website and linked to your website.
- 6 free tickets to event (if applicable)

- Two National Facebook/Twitter shout-outs

- Your corporate logo displayed on ASF website and linked to your website

- 4 free tickets to event (if applicable)

➤ **Gold Sponsor -- \$1000!**

- **Corporate logo** on all event advertising & promotional items

- Banner & info table at event

- One National Facebook/Twitter shout-out

- Your corporate logo displayed on ASF website

- 2 free tickets to event (if applicable)

➤ **Platinum Sponsor -- \$3,000!**

○ **Your company logo listed as Platinum Sponsor on all event ads**

- **Corporate logo** on all event ad & promotional items
- Banner & info table at event
- Recognition at awards event

➤ **Silver Sponsor -- \$500!**

- **Your company name listed on all event ads**

- Your company name listed ASF website

- 1 free ticket to event (if applicable)

We appreciate your help making this event a major success for our angels! Please email completed form to kmurphy@angelman.org, or send via mail to Angelman Syndrome Foundation, 75 Executive Drive, Suite #327, Aurora, IL 60504. Any questions, please call Kitty Murphy, Special Events Coordinator at 800-432-6435.

We will be happy to be a sponsor: ___ Presenting ___ Platinum ___ Gold ___ Silver

Name: _____ Phone _____

Company: _____

MC/VISA _____ Exp. Date _____

Donation Amount \$ _____

Check # (if applicable) _____