

## *Third Party Events – Frequently Asked Questions*

Thank you for your interest in supporting the mission of the Epilepsy Foundation Eastern Pennsylvania (EFEPA). Your efforts will allow us to continue serving individuals and their families living with epilepsy and seizure disorders.

### **1. Do I have to register my third party event with the EFEPA?**

Yes. To protect the hard-earned reputation of the EFEPA the organization associates exclusively with quality third-party events. Third party fundraising event organizers must also agree to comply with EFEPA policies.

### **2. How can I register my third party event?**

Read and complete the third-party registration form, which describes the conditions under which third-party fundraising can be held. Please include the date and location of the event, a description of the event and the event organizer's name and contact information. Your third party event is not authorized until you receive approval from the EFEPA. We reserve the right to decline any offer to hold a third-party event.

### **3. Will the EFEPA staff be able to help me organize my third party fundraising event?**

Unfortunately, we don't have the resources to assist, as the EFEPA staff work year-round in support of our events such as the Mardi Gras Gala, Summer Stroll, and Charley Roach Golf Invitational.

### **4. Can the EFEPA assist in covering any costs associated with my event?**

Unfortunately, the EFEPA is not in a position to supply the funds to pay any costs associated with third party events.

### **5. Will the EFEPA provide a representative to attend the event?**

The EFEPA staff cannot guarantee that all events can be attended, but we will make every effort to send a representative upon request to a third party event whenever possible.

### **6. Can the EFEPA provide materials such as brochures and donation forms?**

Yes. With advance notice staff can provide these materials if they are available.

### **7. Can I use the EFEPA logo in any promotion for my event?**

Upon approval of the third-party event, if someone wishes to include the EFEPA logo in an event flyer or invitation an electronic copy of the materials should be

emailed to [jgreenberger@efepa.org](mailto:jgreenberger@efepa.org). Once the design has been approved the EFEP logo will be inserted into the document and emailed to the sender for distribution.

**8. Can I provide receipts or an acknowledgement letter from the EFEP?**

Only those donations sent directly to the EFEP will be receipted/acknowledged individually. We can provide one acknowledgement for the event coordinator, but IRS regulations do not allow receipts to be given by anyone but EFEP staff members.

**9. If my participants donate directly to the EFEP, can staff provide me with their names and amounts donated?**

The EFEP can provide the event organizer with a list of names of those who donated on behalf of their event, however due to confidentiality issues we will not release the amount donated.

**10. Can I use the EFEP's tax-exempt status when purchasing materials?**

No. Third party event organizers cannot use the EFEP's tax exemption status in conjunction with the event.