

## **PERSONAL FUNDRAISERS**

Gather friends, family and co-workers for a fun event in support of the Epilepsy Foundation Texas – Houston/Dallas-Fort Worth/West Texas. Popular fundraisers in the past have included concerts, bar or restaurant outing, bake sales, etc. We will gladly provide any information or promotional materials you may need for a successful event. Don't forget to share your success and photos from the event with us and we'll include you in our monthly e-zines!

Feel confident in donating the money you worked so hard to raise, we will spend it wisely to support individuals in Texas with epilepsy and their families.

Use the following ideas to start planning your own event:

### **Throw a Party**

**Dinner/Dessert Party:** Invite friends and family over for dinner/dessert and ask them to make a donation equal to what they would have paid for a dinner/dessert at a local restaurant. Local restaurants and bakeries may be willing to donate items for your event.

**Theme Party:** Celebrate a birthday, anniversary or any holiday with a theme party and ask everyone who attends to make a donation.

### **Coordinate a Sporting Event or Tournament**

Tennis, Golf, bowl-a-thons, dance-a-thons and other sports can all be set up as events or tournaments with all proceeds from entry fees, refreshments and silent auctions going to EFTX.

### **Auction**

Collect donated items from local businesses and host a live or silent auction.

### **Car Wash**

Hold a car wash in the parking lot of a local supermarket or large shopping center with all funds raised directed toward EFTX. Please be sure to get prior approval from an establishment prior to hosting or advertising a car wash.

### **Yard Sale**

Ask your friends and family to donate items to your yard sale. Since all proceeds from the sale would be benefitting EFTX, you will be surprised by how generous people can be. You can even sell refreshments at the event to raise additional money.

### **Come up with your own ideas!**

Be creative and come up with a unique idea that will be fun, raise awareness and raise money to be used serving people with epilepsy and their families.



## Host Your Own Fundraiser Guidelines

To help you plan your fundraising event, the Epilepsy Foundation Texas – Houston/Dallas-Fort Worth/West Texas has developed the following guidelines for your fundraiser. Please be sure to follow these guidelines when conducting an event on our behalf.

- Before the fundraiser, the organization or individual must complete and submit the Individual Fundraiser Registration Form at least 2 weeks prior to your event.
- We will send you an acceptance letter from the Epilepsy Foundation Texas – Houston/Dallas-Fort Worth/West Texas. You must receive this communication before we can move forward with your event.
- No fundraiser will be considered if it involves taking credit card or financial information over the telephone. Internet may be used if it is through our official fundraising portal.
- You are responsible for all sales, marketing and promotion of the event. This is done so that the Epilepsy Foundation Texas – Houston/Dallas-Fort Worth/West Texas staff can focus on the agency's core fundraising activities such as the walk and Annual dinner events.
- If you would like to publicize your event using promotional materials such as brochures, or advertising/public relations released to the mass media (newspapers, magazines, radio, TV) and reference the Epilepsy Foundation Texas – Houston/Dallas-Fort Worth/West Texas as a beneficiary of funds, please contact Tiffany Schuler at [tschuler@eftx.org](mailto:tschuler@eftx.org). We would like to review the materials to make sure they comply with our policies.
- The Epilepsy Foundation Texas – Houston/Dallas-Fort Worth/West Texas is not in a position to supply funding for your event and will not be responsible for any debts incurred.
- Anybody wishing to receive a receipt from the Epilepsy Foundation Texas – Houston/Dallas-Fort Worth/West Texas for tax purposes must make their donation via check made out to "EFTX" or process a donation via credit card through our website [www.eftx.org](http://www.eftx.org). Cash contributions cannot be verified and therefore we cannot provide a letter certifying the amount of the donation.
- The event host should not use the Epilepsy Foundation Texas – Houston/Dallas-Fort Worth/West Texas name to solicit its own sponsors, but can say that the Epilepsy Foundation Texas – Houston/Dallas-Fort Worth/West Texas is the beneficiary of the activity.
- You must submit all money raised and a post event report to the Epilepsy Foundation Texas – Houston/Dallas-Fort Worth/West Texas within 30 days of event completion.



## **Fundraising Frequently Asked Questions**

Thank you for your interest in supporting the mission of the Epilepsy Foundation Texas – Houston/Dallas-Fort Worth/West Texas. Your efforts will allow us to continue serving individuals and their families living with epilepsy and seizure disorders.

### **Do I have to register my third-party event with the Epilepsy Foundation Texas?**

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

### **How can I register my third-party event?**

Please 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. You may also contact Tiffany Schuler at [tschuler@eftx.org](mailto:tschuler@eftx.org). Your third-party event is not authorized until you receive express approval from the Epilepsy Foundation Texas. We reserve the right to decline any offer to hold a third-party event.

### **Can I conduct a third-party fundraising event if I am under 18 years old?**

Yes, but your parent or guardian must sign the third-party registration form on your behalf.

### **Can friends or family members make a donation to the Epilepsy Foundation Texas in lieu of gifts for my anniversary, wedding or birthday?**

Yes. These donations can be made directly to the Epilepsy Foundation Texas by calling (888) 548-9716 ext. 403, by mailing a check to the Epilepsy Foundation Texas's administrative office 2401 Fountain View Dr., Suite 900, Houston, TX 77057 or by donating online through our website at [www.eftx.org](http://www.eftx.org). Please ask friends and family members to indicate that their donation is in honor of your wedding/anniversary/birthday.

### **Will the Epilepsy Foundation Texas staff be able to help me organize my third-party fundraising event?**

Unfortunately, we don't have the resources to assist, as the EFTX staff work year-round in support of our community-wide events such as the Walk to End Epilepsy and annual dinner events

### **Can the Epilepsy Foundation assist in covering any costs associated with my event?**

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

### **Will the Epilepsy Foundation Texas provide a representative to attend the event?**

The Epilepsy Foundation Texas staff will make every effort to send a representative, when requested, to a third party event. While we cannot guarantee that all events can be staffed with 10-12 weeks of notice most requests can be filled.



**Can the Epilepsy Foundation Texas provide materials such as brochures, purple bracelets and/or donation forms?**

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

**Can I use the Epilepsy Foundation Texas – Houston/Dallas-Fort Worth/West Texas logo in any promotion for my event?**

To protect the integrity of our brand, if someone wishes to include the Epilepsy Foundation Texas – Houston/Dallas-Fort Worth/West Texas logo in an event flyer or invitation, an electronic copy of the materials should be emailed to Tiffany Schuler at [tschuler@eftx.org](mailto:tschuler@eftx.org). Once the design has been approved, the EFTX logo will be inserted into the document and emailed to the sender for distribution.

**Can I provide receipts or an acknowledgement letter from the Epilepsy Foundation Texas?**

Only those donations sent directly to the Epilepsy Foundation Texas, made online, or in the form a check made out to Epilepsy Foundation Texas will be receipted/acknowledged individually. We can provide one acknowledgement for the event coordinator, but IRS regulations states that receipts may only be issued by Epilepsy Foundation Texas staff members.

**If my participants donate directly to the Epilepsy Foundation Texas, can staff provide me with their names and amounts donated?**

The Epilepsy Foundation Texas 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.

**Can I use the Epilepsy Foundation Texas – Houston/Dallas-Fort Worth/West Texas' tax-exempt status when purchasing materials?**

No. Third-party event organizers cannot use the Epilepsy Foundation Texas tax exemption status in conjunction with the event. However, the EFTX staff can provide a verification letter confirming the organizer's intent to raise funds for the Epilepsy Foundation Texas.

**How soon after the event must I submit the funds that have been raised?**

Within 30 days of the event, send the check to the Epilepsy Foundation Texas – Houston/Dallas-Fort Worth/West Texas at 2401 Fountain View Dr., Suite 900, Houston, TX 77057. We will provide you with a single acknowledgment for the event proceeds.

**I have more questions, who do I contact?**

Please reach out to Tiffany Schuler, Development Team Leader, at [tschuler@eftx.org](mailto:tschuler@eftx.org) or at (888) 548-9716 extension 403.