



Third-Party Fundraising Policy and Proposal Form

Purpose

This policy is designed for individuals, companies, sponsors, or groups interested in organizing fundraising events or campaigns in support of The Dan Marino Foundation.

In this document:

- “You” or “your” refers to the individual or organization hosting the event.
- “We,” “our,” or “the Foundation” refers to The Dan Marino Foundation.

Use of the Foundation’s Name and Logo

To protect the integrity of our brand and mission:

- Do not present your organization as a partner, agent, or representative of the Foundation.
- Written approval is required before using our name or logo in any promotional materials.
- The Foundation may only be identified as a beneficiary (e.g., "Bike Ride to benefit The Dan Marino Foundation" not “The Dan Marino Foundation Bike Ride”).
- All marketing materials (flyers, social media, press releases, etc.) must be reviewed and approved by the Foundation prior to distribution.
- The Foundation logo must be used only as provided and cannot be modified.

Event Approval and Foundation Support

- Submit your proposal at least 60 days in advance. For larger events, we recommend 90 days or more.
- Each event must be approved individually—even recurring events must be resubmitted.
- If significant changes occur, please notify us promptly. The Foundation reserves the right to withdraw approval and may request cancellation, if necessary, without liability to the Foundation.
- Foundation staff participation is not guaranteed but will be considered based on availability.
- We are unable to assist with securing sponsors, booking celebrities, or obtaining media coverage. However, we may help promote your event via our website or social channels.
- To avoid sponsor conflicts, please share your list of planned sponsor contacts in advance.
- Please note: our donor and contact lists are confidential and cannot be shared.

Financial Requirements

- All promotional materials must clearly state the percentage or amount of proceeds benefiting the Foundation.
- Funds should be submitted directly to the Foundation; we cannot manage event income or expenses.
- A detailed financial report (including receipts) must be submitted within 30 days of the event.
- You are responsible for all event expenses, insurance, permits, and ensuring compliance with local laws.
- The Foundation does not extend its tax-exempt status, licenses, or insurance coverage to third-party events.

- If your event includes raffles or games of chance, please obtain the necessary permits from your local authorities if needed.

Legal Requirements

- Florida law applies (excluding conflict of law rules).
- Any disputes will be settled by binding arbitration (not court).
- Arbitration will follow American Arbitration Association rules and will take place in Broward County.
- The arbitrator's decision is final.
- If either party takes legal action and wins, the losing party must pay the winner's legal costs and attorney's fees.

Notices

- All notices must be in writing.
- Can be delivered in person, by mail, or by email to:
 - Lauren Ferguson, lferguson@danmarinofoundation.org
 - The Dan Marino Foundation, Inc., 49 North Federal Highway, Dania Beach, FL 33004

Third-Party Fundraising Proposal Form

Organizer Information

Organization Name: _____

501(c)(3) Registered Nonprofit in Florida? Yes No

Contact Person: _____

Phone: _____

Email: _____

Website(s): _____

Facebook Tag: _____

Instagram Tag: _____

Event or Campaign Details

Event/Campaign Name: _____

Type of Event: _____

Start Date: _____

End Date: _____

Location/Venue: _____

Description (include any ticket prices or items sold):

Fundraising Goal (after expenses): _____

Target Audience: _____

Expected Number of Attendees: _____

How will you promote the event?

Attach required Certificate of Insurance (COI) naming “The Dan Marino Foundation, Inc.” as an additional insured.

Financial Information

How will funds be raised? (Check all that apply):

Pledges Donations Sales Silent/Live Auction Raffle Other _____

Will you be seeking sponsors? Yes No

If yes, please list potential sponsors to avoid conflicts:

Will 100% of proceeds be donated to the Foundation? Yes No

If no, what portion or amount will be donated. Include explanation as to why including other beneficiaries. _____

Please note how the amount to be donated will be advertised. For example: *\$1.00 for every cookie will be donated to the Foundation or 20% of sales for the day will be donated to the Foundation.*

Foundation Involvement

Are you seeking permission to use The Dan Marino Foundation name/logo? Yes No

If so, prior approval from the Foundation is needed.

Please describe the materials you will create (e.g., flyers, ads):

Would you like collaterals from The Dan Marino Foundation? Yes No

Subject to availability. Please provide description of requested material:

Would you like us to promote your event? Yes No

Subject to availability. Please provide requested promotional details:

Would you like a Foundation representative to attend your event? Yes No
Subject to availability. Please include details on arrival/departure times, attire, and role:

Agreement

By signing below, I/we acknowledge that we have reviewed and agree to follow the Dan Marino Foundation Third-Party Fundraising Policy. I/we accept full responsibility for the organization and outcome of the proposed event or campaign and release the Foundation from any related liability.

Signature: _____

Printed Name: _____

Organization Name: _____

Title (if applicable): _____

Date: _____

Please Return This Completed Form To

Susan Morantes, smorantes@danmarinofoundation.org, 954.368.6002