



Events Benefitting Global Lyme Alliance Guidelines & Event Policy

Thank you for your interest in taking on the challenge and responsibility of organizing and managing a fundraising event to benefit GLA. Please email events@GLA.org to discuss details or with any questions you may have.

1. Fundraiser incurs all event expenses—GLA does not provide funds to cover any costs of any event.
2. Fundraiser collects all funds and sends one check made out to "Global Lyme Alliance" once their event is complete.
3. Fundraiser is responsible for thank you letters to donors—GLA can provide a template for donor to follow.
4. Fundraiser responsible for outreach to its network—GLA will consider outreach through GLA network on case by case basis.
5. Fundraiser responsible for promotion of its event—GLA will consider promotion of the event on a case by case basis.
6. GLA will provide GLA educational/promotional materials for guests/donors to your event, volume determined on case by case basis.
7. Community fundraising events are not held directly by GLA. Therefore, the event name should only refer to GLA being a beneficiary. For example, the event name should not be "Global Lyme Alliance Golf Outing". Instead, the event can be named the "Golf outing to benefit Global Lyme Alliance".
8. In order for GLA to accept proceeds from community fundraising events, the event's promotional materials/solicitations must clearly indicate the donors' intentions. GLA requires that all hard copy and electronic promotional materials and solicitations include the following statement, "all net proceeds from the event will be directed to Global Lyme Alliance to benefit their mission.
9. The community entities (individuals) are responsible for independently obtaining any state of local permits, licenses, and insurance for the community fundraising event.
10. All event taxes must be paid by community fundraiser (local, state and federal) during the planning and execution of the event. Community fundraisers may not use GLA's tax identification number or sales tax exemption for any purpose.