

CHRISTOPHER REEVE PARALYSIS FOUNDATION

500 Morris Avenue
Springfield, NJ 07081
(973) 379-2690/(800) 225-0292
Fax (973) 912-9433
www.ChristopherReeve.org

On behalf of Dana Reeve and the entire board of directors of the Christopher Reeve Paralysis Foundation (CRPF), thank you for your interest in organizing a fundraiser to benefit the Christopher Reeve Paralysis Foundation. We are delighted to learn that you are willing to put in the time and energy required to coordinate such an event.

In order to protect both your interests and that of CRPF, it is necessary for us to ask you to complete the attached application so that we may have a record of your fundraising efforts.

If your event is approved, you will be asked among other things, to abide by the enclosed guidelines. All fundraisers are approved or declined on a case-by-case basis. Our committee reviews all applications very carefully and may ask you for additional information. We will notify you of our decision as soon as possible. Once approved by our committee, a letter of agreement will be mailed for official signature. It is necessary that this be signed by the party (parties) responsible for the event and by our president before you can solicit gifts. Thus all donors are assured that their contribution will be properly handled.

Thank you again for your interest in raising money to fund spinal cord research on behalf of CRPF.

Please submit your application to:

Christopher Reeve Paralysis Foundation
Attention: Fundraising Committee
500 Morris Avenue
Springfield, NJ 07081

Please keep in mind the mission of CRPF. As a non-profit organization, our resources are extremely limited. Any assistance you may require for your fundraiser must be requested in writing.

CRPF GUIDELINES FOR EVENT

- I. The CRPF fundraising committee must review applications, and approval or disapproval is entirely within sole and absolute discretion of the CRPF fundraising committee or its Board of Directors. Applications must be submitted at least 60 days prior to an event.
- II. Neither the name “Christopher Reeve Paralysis Foundation” nor the name “Christopher Reeve” may be used by any individual or organization without the expressed written consent of the CRPF.
- III. Although we will entertain requests for appearances/attendance by Dana Reeve and/or other CRPF Directors and staff, fundraising organizers should understand that their schedules may not permit their attendance at most events.
- IV. We cannot provide mailing lists, volunteers or contacts with celebrities.
- V. Any proposal involving sponsorships, endorsements, or partnerships necessitates approval by the Board of Directors - a lengthy process requiring documentation additional to that of the enclosed application.
- VI. We cannot provide press contacts, press releases, or any formal advertising.
- VII. We request an accounting of funds raised within thirty days of the conclusion of the event and we must receive proceeds within sixty days.
- VIII. Unless your organization has 501(c)3 status from the IRS, checks should be made out to Christopher Reeve Paralysis Foundation and forwarded immediately so that donors may receive proper tax treatment for their donations.
- IX. If you intend to give any gift/goods or services in return for a donation, these must be explained in your application.
- X. Upon approval and prior to your event, you will be required to provide a certificate of insurance from the company insuring your event.
- XI. CRPF may, in its sole and absolute discretion, impose other restrictions or conditions upon the approved fundraiser, with which the approved fundraiser agrees to comply.

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