



## **Do-It-Yourself Event Guidelines and Disclaimer for DIY Event Organizer**

A “Do-It-Yourself” event is any fundraising activity hosted by an individual or group not affiliated with the American Diabetes Association and where the Association has no fiduciary or other responsibility.

### **As the event organizer, you agree to:**

- Sign and submit the Do-It-Yourself Event Information Form.
- State that the proceeds (or a percentage of the proceeds) of the event will benefit the Association, with you as the host. Example: “Jill and Jack are hosting \_\_\_\_\_ event, with proceeds benefiting the American Diabetes Association.”
- Send the Association the cash and check proceeds from the event within one week.
- Refrain from stating that donations made by participants qualify as charitable, tax-deductible contributions, because participants may actually receive something in return for their donation which does not qualify the donation.
- Assume all risk for the event’s expenses and liabilities, including obtaining insurance coverage, if necessary.
- Ensure that your event is accessible to people with disabilities.
- You may not open a bank account in the name of the American Diabetes Association (it is unlawful to do so).

### **As the grateful beneficiary of the proceeds, the American Diabetes Association:**

- Can provide general advice about organizing an event.
- Will acknowledge all donations greater than \$250 made out directly to the Association either via check or on-line contribution.

### **The Association cannot and does not:**

- Incur expenses, endorse, provide any funds or solicit sponsorship for your event.
- Be financially or otherwise liable for the promotion and/or staging of your event.
- Provide celebrities or professional athletes for your event.
- Arrange for publicity, or provide mailing lists of contributors.

**Disclaimer:** You acknowledge that your actions are voluntary and the American Diabetes Association has no contractual, supervisory, joint venture or other relationship that gives rise to any duties, benefits, liabilities or other responsibilities. You assume full responsibility for, release the Association from liability for, and agree to indemnify, defend, and hold harmless the Association from any third-party claim for loss, damage, injury or death arising from or in any related to your event.