



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 (“ADA”) and where the ADA has no fiduciary or other responsibility. By hosting a “Do-It-Yourself Event” you agree to abide by the following guidelines:

As the event organizer, you agree to:

- State that the proceeds (or a percentage of the proceeds) of the event will benefit the American Diabetes Association, with you as the host. Example: “Jill and Jack are hosting _____ event, with proceeds benefitting the American Diabetes Association.”
- ADA’s logos or other trademarks without prior written permission. To request permission contact Lynda Jimenez at LJimenez@diabetes.org
- Send the Association the money proceeds from the event within one week.
Attn: Service Center/DIY
American Diabetes Association
2451 Crystal Drive, Suite 900
Arlington, VA 22202
- Refrain from stating that donations made by participants qualify as charitable, tax-deductible contributions, because participants may receive something of value in return for their donation which does not qualify the donation as a tax-deductible contribution.
- 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.
- Do not open a bank account in the name of the American Diabetes Association (it is unlawful to do so).
- Use the American Diabetes Association’s DIY webpage to coordinate your event (if you wish to).

As the grateful beneficiary of the proceeds, the American Diabetes Association can:

- Provide general advice about organizing an event.
- Provide the DIY webpage to assist you with organizing and planning your event.
- Provide American Diabetes Association downloadable materials upon request.
- 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.
- Assume any financial or other responsibility or liability 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 manner related to your event.