



Join the Journey (JTJ) Guidelines for Third Party Events

Thank you for your interest in benefiting Join the Journey. Join the Journey is pleased to be selected as the beneficiary of financial support from special fundraising programs, events or projects by generous individuals, groups and organizations. In order to curtail over solicitation of our donors/sponsors, a complete review of planned solicitations is required.

As the organizer of this event, you are responsible for complying with IRS regulations as they relate to your event. All proposed fundraising events require the following:

1. Event organizer obtains proper insurance for your event and for the specific event location (which names JTJ as an additional insured). For sporting events you must obtain signed waivers/releases from all the participants.
2. Event organizer agrees to obtain all required permits or licenses. No conflict with governmental regulations or licensing.
3. Event organizer obtains written permission from Join the Journey to use the name and/or logo. The completion of the Fundraising Approval Form constitutes such a request for permission.
4. All promotional material related to an event benefiting Join the Journey must be reviewed and approved by Join the Journey prior to its production and distribution.
5. Join the Journey partners with many different financial underwriters and sponsors for our events. We request that you inform us of any sponsors you have or any efforts made to solicit local businesses. This will ensure that there is no duplication of effort when it comes to working on financial underwriting and sponsorships.
6. No commercialism which would reflect poorly on the Join the Journey.
7. No exploitation of persons utilizing the services of Join the Journey.
8. Event organizer understands that Join the Journey assumes no responsibility for promoting the event or effort.

9. Event organizer/sponsor holding an event intended to benefit Join the Journey, agrees to indemnify, defend and hold Join the Journey harmless against and in respect of any and all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries and deficiencies, including interest, penalties, and reasonable attorneys' fees that shall be incurred or suffered by Join the Journey which arise, result from or relate to applicants' performance of its agreement as specified in these guidelines and the Fund-Raising Approval Form.
10. Completion and return of this Fund-Raising Approval Form for review and consideration of authorization should be submitted a minimum of 60 days prior to date of the event.
11. Official event organizer must be 18 years of age or older.

Donor Gifts

1. Please have participants make checks payable to Join the Journey.
2. Please provide us with the event proceeds and details of the accounting within 30 days after the conclusion of the special event.

Exceptions to the above policy may be granted only after review by Join the Journey. Such exceptions, if granted, must be in writing.