



### **Rules and Regulations**

1. The Ovarian Cancer Project name, logo and/or letterhead may not be used by any individual or organization to solicit prizes, sponsorship, underwriting or cash donations from another organization in order to support the event, promotion or sale. The use of the name of the Ovarian Cancer Project may not be used in any way without written permission.
2. The Ovarian Cancer Project will not solicit prizes for your event.
3. The organizer must register the event with the Ovarian Cancer Project at least six (6) weeks in advance of the event.
4. An individual, company, or organization may not offer, on behalf of the Ovarian Cancer Project, free tickets, advertising, or mentions in the event programs in exchange for cash donations, sponsorships, or underwriting.
5. Contributions to the Ovarian Cancer Project are tax deductible less the value of goods and services received. This must be stated on the event invitation or promotion. Items sold at the event are not tax-deductible.
6. The Ovarian Cancer Project cannot guarantee media coverage (television, radio, or print). Contact with the media about the event or promotion may be made, provided that the host communicates with the Ovarian Cancer Project about or regarding contacts or arrangements that are made. The Ovarian Cancer Project does not purchase advertising to promote third-party events.
7. The Ovarian Cancer Project is not responsible for providing liability insurance for the event. Event organizers shall indemnify and hold harmless the Ovarian Cancer Project from liabilities, losses, and expenses arising from the event or promotion.
8. The Ovarian Cancer Project cannot serve as the fiscal agent for the event, i.e. The Ovarian Cancer Project will not pay expenses for the event. In addition, event organizers must comply with all local and state laws and purchase any necessary permits and licenses.
9. The Ovarian Cancer Project cannot guarantee employees and/or volunteers will be available for the event. Requests for staff/volunteer assistance at the event should be made at the time of the proposal.
10. The Ovarian Cancer Project reserves the right to approve any additional sponsors which are considered.
11. A minimum of seventy-five (75) percent of the gross proceeds of the event must be donated to the Ovarian Cancer Project. A financial statement must be presented, along with the proceeds, within thirty (30) days of the event's conclusion. The expenses for your event should not exceed 25% of your total revenue.