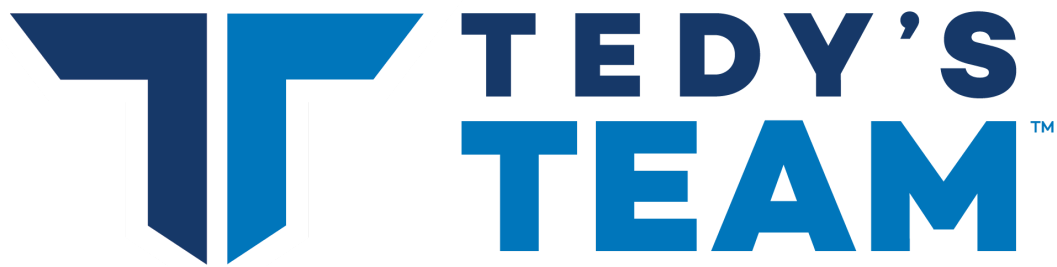


3rd Party Event Guidelines

Every event you do for Tedy's Team while apart of an active team or not, is a 3rd party event. We provide the following guidelines to assist you in having a successful, stress-free event.

All fund raising event/promotions for the benefit of Tedy's Team must be approved in advance. The Event Request form must be completed and submitted to Elizabeth no less than 21 days prior to the proposed promotion or event start date before approval can be granted.

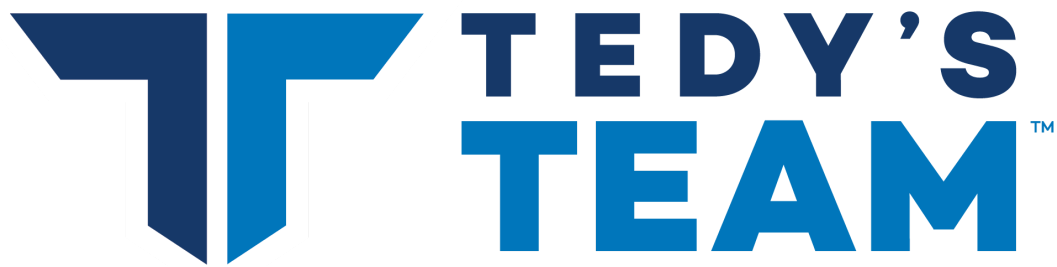
- ☐ Fundraisers which benefit Tedy's Team must reflect positively on its mission. Tedy's Team reserves the right to decline any fundraising proposal that is not in line with our mission.
- ☐ Event organizers are responsible for obtaining all permits, licenses and insurance certificates. Please note that raffles, drawings and other games of chance are governed by a variety of state municipal and federal laws. If you are holding a raffle, drawing or other game of chance at your event, please be aware that such an activity needs special permits and allow extra time for these to be obtained and in most States, including Massachusetts, they are illegal to do unless run by the non-profit.
- ☐ Tedy's Team assumes no legal or financial liability associated with third-party events.
- ☐ Fundraisers must fully and truthfully state the portion of the proceeds which will be donated to Tedy's Team in all advertising, promotions and in all contact with donors, sponsors and participants. If less than 100% of the net proceeds will be donated, the "portion of proceeds" may be stated as a percentage of net proceeds, a portion of a product price or a fixed amount per sale/transaction that is to benefit Tedy's Team.



3rd Party Event Guidelines

Communication Guidelines:

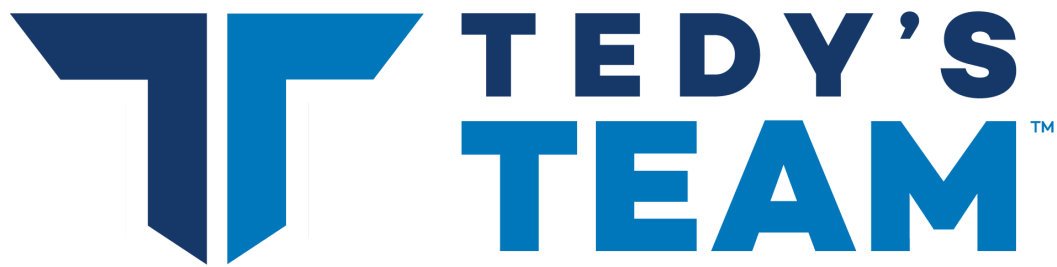
- ☒ Participants may not use the copyrighted information, logos, or photos on the Tedy's Team website without the express written consent of Tedy's Team.
- ☒ All promotional materials should clearly state the event is sponsored by you or your organization with net proceeds going to Tedy's Team. If a specific percentage of event proceeds are coming to Tedy's Team, this must be stated in your materials, as stated on page 1 of this document.
- ☒ Tedy's Team cannot be used as an event title but may be identified as the beneficiary of the event/promotion. For example an event may not be referred to as "Tedy's Team Bake Sale." Instead, it should be promoted as "XYZ Bake Sale" and a "benefitting Tedy's Team" can be placed on the document in much smaller typeface.
- ☒ Tedy's Team does not purchase advertising to promote third-party events, or promote 3rd party events at all.



3rd Party Event Guidelines

Financial Guidelines:

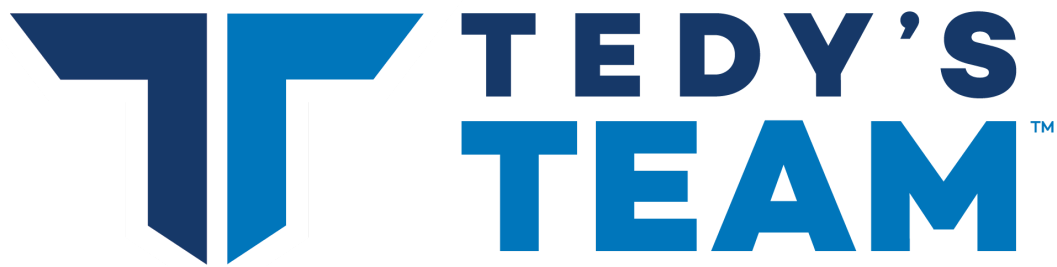
- ☐ Tedy's Team will not incur third-party expenses or provide any funds for third-party events or promotions.
- ☐ No bank accounts or holding accounts may be established under the Tedy's Team name.
- ☐ The not-for-profit tax exempt status of Tedy's Team may not be used by the host organization/person to purchase items and materials with which to conduct the activity.
- ☐ Event organizer shall not retain any portion of event proceeds as personal profit or compensation. No fees, commissions or salaries may be retained from event proceeds by you, your organization or its members.
- ☐ The organizer agrees to minimize expenses related to the event and to provide Tedy's Team with an event plan and budget if requested. A check for the third party event's net proceeds (gross proceeds less all related expenses) must be sent or presented in person to Tedy's Team within 30 days of the event's conclusion



3rd Party Event Guidelines

Charitable Giving Guidelines:

- ☐ Unless your organization is a registered non-profit entity, donations made to it are not tax deductible.
- ☐ Donations made directly to a third-party event can be used to cover the event's expenses, but are not tax-deductible.
- ☐ A donation solicited on our behalf, whether the donation is an item or cash, is fully tax deductible only when it is made directly and entirely to Tedy's Team, as we are the only agents who can verify that such a gift was made, and the nature of the gift, to the IRS.
- ☐ In order for a tax receipt to be issued, Tedy's Team must be provided with the donor's name, address and phone number.
- ☐ Any checks made payable to Tedy's Team must be forwarded to Tedy's Team for processing and deposit within 14 days of receipt. Checks must represent an outright donation and cannot include any exchange of products or services. Such donations are tax-deductible and will be receipted by Tedy's Team.



3rd Party Event Guidelines

Event Request Submission & Approval Process:

☐ If the event is approved; you are solely responsible for complying with any and all applicable laws and regulations, including, but not limited to, those related to gaming, raffles, sweepstakes and fundraisers. By approving this event, Tedy's Team is in no way liable for the foregoing obligations or the promotion, conduct or staging of the function.

☐ The request form can be completed by filling out the word document and returning by email, fax or mail to our offices for official review. If requested, a DocuSign can be provided.

☐ The average processing time for review and approval is 10-14 business days. Please note that if your form is incomplete or requires further review, additional time will be needed to properly process the request.

☐ Once approved, you will be notified via email.

By signing below, you are agreeing to all the 3rd Party Event terms, conditions, recommendations and guidelines stated in the above five (5) pages.