



Infinite Hero Foundation Fundraising Event Overview

Fundraising Event Introduction & Guidelines

The generosity of our supporters makes it possible for the Infinite Hero Foundation (IHF) continue to grow our mission to connect our military, veterans and military family members with innovative and effective treatment programs for service related injuries. When you hold an event to benefit the Infinite Hero Foundation you are investing in our veterans and we are so grateful for your support.

The Infinite Hero Foundation has established guidelines for holding a fundraising event to ensure the maximum dollar amount is raised while maintaining the integrity and brand of the Infinite Hero Foundation. Please review the Fundraising Event Guidelines carefully prior to planning a fundraising event benefitting the Foundation.

Step 1: Complete and Submit the IHF Fundraising Event Form

- Fundraising Event Registration Form: All fundraising events benefitting the Infinite Hero Foundation must be registered with the Foundation by submitting the IHF Fundraising Event Registration Form a minimum of 3 weeks prior to your event date. Please allow for as much time as possible to get your paperwork, and any corresponding materials, approved in plenty of time for you to plan and promote your event.
- Allow a minimum of 5-7 business days for review, at which time the Foundation will contact you to let you know the outcome of the review. If approved, you will be assigned an event number. This number needs to be included on all correspondence related to your event.

Step 2: Follow Guidelines for Use of Foundation Name and Logo

Event materials using the Foundation name and/or logo must be pre-approved by the IHF. Please submit copies of any event flyers, collateral, invitations, etc., with your registration form.

Step 3: Review Disclaimers

- The Infinite Hero Foundation will not be held legally responsible for any act incurred by the event sponsor(s), co-sponsor(s), host(s), co-host(s), etc., including but not limited to: personal injury or death; damage to, theft of, or loss of personal, private or community property; or for provision of trophies, monetary prizes, or other gift items.
- All event expenses are the responsibility of the event sponsor, not the Foundation. The Foundation will not be responsible for expenses incurred by the event sponsor(s), co-sponsor(s), host(s), co-host(s), etc., to fund an event. Please remember, you are responsible for any financial obligations incurred to host your event.
- The Foundation is not the event sponsor and will not participate in the sale or solicitation of event tickets, sponsorships, or promotional goods unless otherwise agreed upon.
- It is the responsibility of the event sponsor to secure any necessary permits, licenses or insurance required.

Step 4: Managing the Details Surrounding Your Event

- Event Bank Accounts
 - If a separate bank account is opened for event income and expenses, the event sponsor(s) should be the designated signatories, not the Infinite Hero Foundation. Event organizers cannot present themselves as representatives of the Infinite Hero Foundation and cannot incur liabilities, expenses or enter into contracts or commitments on behalf of the IHF.
- Fundraising Activities
 - If the event plans include holding a raffle, drawing, or other “gaming” activity, it is your responsibility to make yourself aware of any rules and regulations pertaining to these types of activities. Regulations vary according to city, state, and country, so it is important that you are aware of your responsibility according to your local governing bodies. You are responsible for educating yourself on local regulations and adhering to all rules and regulations.
- Donation Acknowledgement
 - Donations made to the event name or event sponsor(s) are not tax deductible. Only contributions made to the Infinite Hero Foundation, for which no goods or services were provided, are tax deductible.
 - The Internal Revenue Service (IRS) regulates the making of gifts, donations, contributions, etc., for charitable purposes. It is recommended that you consult your tax advisor to ensure you understand, and are in full compliance with, all rules related to these activities.
 - Donors making direct contributions to the Infinite Hero Foundation are eligible to receive a tax letter for their donation. Please forward the following information to the Foundation upon completion of your event, and the letter(s) will be sent out once the funds have been received:
 - Donor name
 - Donor email address
 - Donor telephone number
 - Date and amount of contribution
 - Contributions for raffle tickets are not deductible for income tax purposes.
 - Donors who purchase items at a charity auction may claim a charitable contribution deduction for the excess of the purchase price paid for an item over its fair market value established by independent appraisal.

Step 5: After Your Event

- Complete the Post-Event Accounting Form
- Funds must be submitted to the Infinite Hero Foundation within 30 days of the close of the event. Funds should be submitted in the form of check or credit card and sent with the Post-Event Accounting Form.
 - Mail to: Infinite Hero Foundation, 22365 El Toro Rd #275, Lake Forest, California, 92630