



Dysautonomia Youth Network of America, Inc.

"A Ray of Hope"

Fund-Raising Guidelines

No fundraisers utilizing the DYNA business name or logo are to be conducted without review and written approval by DYNA, Inc.

When you have a fundraising event idea, be sure to contact DYNA, Inc. before proceeding to discuss your concept and obtain approval. Proper planning is the key to a successful fundraising event.

It is necessary that all event organizers read and follow our established Guidelines.

Before proceeding with their event planning, all organizers must submit a **Special Event Application** to DYNA, Inc. for approval (at least 60 days prior to the event).

The Dysautonomia Youth Network of America, Inc. (DYNA, Inc.) a 501(c) (3) non-profit organization dedicated to serving young people diagnosed with various dysautonomia conditions.

Mission Statement

- To give those impacted with dysautonomia hope for the future.
- To provide a positive focused outreach program /support network for young people who are afflicted with dysautonomia.
- To heighten awareness of these conditions and their treatments within the Pediatric and Adolescent medical community.
- To provide information on dysautonomia through a Newsletter and Internet site.

Priorities of DYNA:

- To give young people with dysautonomia hope for their future.
- To provide a positive support network to young people who have dysautonomia.
- To help young people with dysautonomia adapt to the stress, trauma, and life style changes that they often experience due to their conditions.
- To help young people with dysautonomia manage the isolation and loneliness that they often experience due to their conditions.
- To help young people with dysautonomia learn to deal with their conditions in a positive and productive manner.
- To provide information on dysautonomia and the educational rights of students with dysautonomia to parents so that they can become their child's advocate.
- To heighten awareness of dysautonomia within the Pediatric and Adolescent medical communities so that others can get diagnosed earlier and obtain proper medical treatment.

We believe that the way an organization handles itself in the financial arena is a reflection of its integrity in every arena. We have, therefore, established strict guidelines for any fundraising that utilizes our business name/logo. Below are the policies that have guided us through the years:

- All third-party fundraising event organizers must submit a **Special Event Application** to DYNA, Inc. 60 days prior to event for approval.
- Notification of status will be issued within 30 days of receipt.
- DYNA, Inc. reserves the right to refuse participation in any third-party fundraising event.
- All third-party events representing or involving DYNA, Inc. must be carried out in a proper manner as proposed and agreed upon in approved plan.
- All third-party special event organizers must provide the approved event's overall agenda to DYNA. This agenda should include the event itinerary, a copy of the final and confirmed overall event budget breakdown including:
 - expected event expenses
 - financial projections
 - charity amount expected to be raised and donated
- The event itinerary must also include a list of proposed event sponsors.
- DYNA, Inc. reserves the right of deciding the use of its name and logo on all event promotional material, including such things as flyers, posters, promotion on websites, etc.
- DYNA, Inc. will provide the third-party event organizers with appropriate promotion in their newsletter "The Young and the Dizzy" (if the event is planned and approved by print deadline).
- All media interviews/requests/interest regarding DYNA and its involvement must be communicated to the Executive Director of DYNA Inc. directly.
- Third-party special event organizers must preserve the right of patient privacy. All and any information/inquiries regarding any DYNA, Inc. member or staff member must be directed to the Executive Director, including patient, staff, or facility photographs and/or patient or staff interviews, etc.
- The sponsor of the event is responsible for obtaining all necessary permits, licenses or insurance. Please attach copies of these forms with your application.
- The sponsor of the event is responsible for all sales tax requirements.
- The sponsor agrees to hold DYNA, Inc. harmless from all claims and liabilities in any way related to the event.
- All proceeds must be submitted to the DYNA office with 30 days following the event.
- Third parties are prohibited from setting up a bank account which include the words or acronyms "DYNA" or "Dysautonomia Youth Network of America" in conjunction with a fundraising event.
- Cash is only to be accepted by specified individuals approved by the DYNA Board of Directors.
- Checks or money orders are to be payable directly to DYNA, Inc.
- Receipts must be issued for all funds collected and copies of receipts provided to DYNA Inc.

Please contact us if you have any questions.

NOTE: Use of the DYNA name and logo is strictly prohibited without direct permission.

