



Guidelines for Fundraising Events to benefit COSAC

COSAC appreciates efforts on behalf of the general public to raise funds to assist the agency. However, the interested party and/or organization should be aware that due to limited staff time, previously scheduled events, insurance issues, and the need to control agency fund raising expenses, COSAC offers the following guidelines for fund raising events to benefit the agency.

1. A written proposal, including contact information and a brief description of the event must be sent to COSAC at least three months before the proposed event date.
2. The NJ Center for Outreach & Services for the Autism Community (COSAC) name cannot be included in the name of the event; however, it can be named as the beneficiary in marketing and advertising materials. (e.g., “Ride4Autism,” Proceeds to benefit COSAC.) We ask that you also please include our web site address so interested parties may find out more information about us.
3. A sample copy of the event flyer or brochure must be sent at least six weeks before the proposed event date for approval of the appropriate use of the COSAC name and logo.
4. All coordination and administrative needs for the event, including the design and printing of all event-related publications, are the responsibility of the volunteer event coordinator and/or volunteer event committee. All questions, calls and correspondence must be directed to the volunteer event coordinator or volunteer event committee.
5. COSAC does not release its mailing list, but the agency may be able to process a mailing on behalf of the event based on appropriateness of the request and administrative availability.
6. Public relations and press coverage is the responsibility of the volunteer coordinator and/or event committee. COSAC can, however, announce the event in its agency newsletter and on its website. It is the responsibility of the volunteer coordinator and/or event committee to forward that information to COSAC in a timely manner, including photos and event descriptions.
7. The volunteer coordinator/event committee is responsible for filling any staffing needs for the event. If the volunteer coordinator and/or event committee would like COSAC to send a representative on the day of the event, please let us know, and we will do everything possible to send representation.
8. COSAC cannot provide any funds for deposits needed for the event (e.g. deposit to the event facility to hold the date of the event.)
9. All liability insurance is the responsibility of the volunteer event coordinator and/or event organization.¹
10. After the event, please send the following information to COSAC:
 - Check or checks² payable to: COSAC
 - Amount of income, expenses and net proceeds from the event
 - Percentage of proceeds going to COSAC.
11. Please note that any individual or corporate donors acquired through the event will be added to COSAC’s donor mailing list.
12. Thank you letters to donors will be provided for tax purposes only upon request.
13. All funds will be directed toward general agency operations, unless otherwise discussed and approved in advance by COSAC.
14. COSAC may be able to provide some guidance on event planning as well as additional resources based on agency availability and appropriateness.

¹*It is advised that event coordinators form a 501(c)(3) organization. COSAC may be able to provide guidance on this process.*

²*One check is preferred, but COSAC may be able to accept multiple checks, depending on processing requirements.*

Thank you for your interest in helping COSAC and New Jersey’s autism community!