

Spirit of Harmony Foundation

Todd Rundgren, Founder and President

Policies and Procedures for Foundation Fundraising

1. Any fundraising event(s) require prior written approval from the Spirit of Harmony Foundation Board of Directors. Please contact us prior to using the Spirit of Harmony Foundation name or announcing to the public that an Event is being held to benefit Spirit of Harmony Foundation. Once formally approved, Spirit of Harmony Foundation will provide its official logo for use in your promotional materials, as well as provide any specific additional guidelines for the Event.
2. When hosting an Event, please identify Spirit of Harmony Foundation as the beneficiary, but not the sponsor/organizer. For example, “Carnival to benefit Spirit of Harmony Foundation,” rather than “Spirit of Harmony Foundation Carnival.” Spirit of Harmony Foundation organization’s full name should be used at least once in any and all materials for the event. Please note that our full name is Spirit of Harmony Foundation; there is no “the” preceding it.
3. Prior approval must be obtained from Spirit of Harmony Foundation in advance of printing or distributing any Event advertising materials in print or online usage, or in conjunction with the Spirit of Harmony Foundation name and official logo, such as invitations, advertisements and promotional materials. No additional logo(s) or graphic(s) may be created or used containing the Spirit of Harmony Foundation name. The Spirit of Harmony Foundation name may be used in “text form” within the body copy of advertising materials for an Event. All finished advertising materials must be approved before initial print or online distribution.
4. Only with the written approval of Spirit of Harmony Foundation may the name or likeness of Todd Rundgren be used in, or in connection with, any Event advertising or promotional material, or used at the Event itself. It is prohibited that there be any suggestion, promise, or expectation of Todd Rundgren appearing at or performing at any Event unless he has officially agreed to do so. If organizer(s) of an Event raising funds for Spirit of Harmony Foundation want to extend an invitation to Todd Rundgren to participate in their Event, the first step in the process is for the organizer(s) to request a meeting with the Executive Director and COO of the Foundation, after which the next steps will be ascertained.
5. All Events must comply with all federal, state and local laws governing charitable fundraising, gift reporting and special events.
6. We are happy to send out e-blasts and social media posts to Spirit of Harmony Foundation constituents whenever possible, on behalf of Event organizers, but are unable to provide mailing lists of donors, sponsors or vendors directly.
7. Spirit of Harmony Foundation will list all approved Events on our website (www.spiritofharmony.org). Events may also appear on Spirit of Harmony Foundation social media channels and e-newsletters.
8. Spirit of Harmony Foundation can provide limited administrative support with sufficient notice upon request.

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9. Organizer(s) are solely responsible for staffing their Events. While Spirit of Harmony Foundation can help promote the event to potential volunteers, if applicable, we cannot guarantee that a member of the Spirit of Harmony Foundation staff or Board of Directors will attend the event.
10. Please alert Spirit of Harmony Foundation of all corporate solicitations by Event organizers in advance, to ensure non-duplication.
11. Spirit of Harmony Foundation is not able to advance funds to cover expenses related to the planning of the Event. We ask that Event organizers make every effort to keep expenses as low as possible to maximize your charitable donation.
12. Spirit of Harmony Foundation is unable to provide our sales tax exemption number for use by others.
13. If Spirit of Harmony Foundation will not be receiving all of the proceeds from the Event, we ask that you list the percentage of the proceeds to benefit Spirit of Harmony Foundation on all Event collateral.
14. If possible, please submit proceeds within 60 days of Event completion, to allow us to accurately report back to you and to our supporters on the success of your Event.
15. Spirit of Harmony Foundation is happy to provide collateral explaining its mission, goals and accomplishments along with appropriate informational materials.
16. If your Event includes a raffle, auction or any type of gambling activity or if you plan to sell and/or serve alcohol at your event, you must obtain a license from the state and/or municipality in which the event is held. The organizer(s) is solely responsible for obtaining all licenses.
17. Organizers are solely responsible for obtaining any and all required insurance (event, liquor liability, etc.), and shall have Spirit of Harmony added as an additional named insured on any policy of insurance obtained for the event. All applications, contracts or written agreements entered into for the event shall be in the name of the event organizer and not Spirit of Harmony. In other words, the event organizer does not act as an agent for Spirit of Harmony and does not have authority to enter into any contract or make any representation on behalf of Spirit of Harmony.
18. Spirit of Harmony Foundation is unable to provide a celebrity spokesperson(s) to appear at your Event.

Please contact us with any questions—we are here to help, and are grateful for your ongoing support!