



### **THIRD PARTY EVENT/ FUNDRAISING QUESTIONNAIRE**

On a separate sheet(s), please answer fully the questions below, and return your response to Destini Alphabet via fax at 770.333.5932, or dalphabet@lfaga.org. Call 770.333.5930 with any questions. The Lupus Foundation of America appreciates your interest in raising funds to support our programs in research, advocacy and services to all people affected by lupus, and the proceeds of your efforts will be gratefully received.

#### General Information

- Name of Group or Individual
- Address, Telephone, Fax and Email
- Individual Making Inquiry/Position
- If it is a for-profit organization, type of business
- How would the business be involved in the event?

#### Fund Raising Activity/ Event/Promotion

- Describe the activity/event/promotion
- When and where will it be held or when will the promotion start?
- Have you held this event/activity/promotion before?
- Who will coordinate the event and be the LFA's main contact?
- How do you plan to promote the event?
- Are you soliciting corporate/business support? From what companies?

#### Financial Information

- What portion of the ticket price, sale price, percentage of any item(s), or auctions will be given to the Lupus Foundation of America?
- Will you also be collecting cash gifts? (Please remember that cash must not be sent to the LFA; cash must be converted to a money order or check made payable to the Lupus Foundation of America).
- Will you be collecting checks made payable to the Lupus Foundation of America?
- When will the proceeds of the event/sale be given to the Lupus Foundation of America?
- What is the minimum gift amount you expect to provide to the LFA?

*Thank You!*

***The Lupus Foundation of America, Georgia Chapter is a 501c3 non-profit organization***

***Tax ID #58-1231804***

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