Thank you for your interest in supporting the mission of the National Kidney Foundation of Maryland. Your efforts will allow us to continue serving individuals and their families of kidney patients throughout our service area.

- **Do I have to register my Third Party event with the National Kidney Foundation of Maryland?** Yes, in order to protect the brand and reputation of the NKF-MD it is required for individuals to register and comply with all polices and regulations to host a third party event.

- **How can I register my third party event?** Read and complete the Third Party Agreement form, which describes the conditions under which third party fundraising can be held. Please include the date and location of the event, a description of the event, event organizers name and contact information. Your third party event is not authorized until you receive approval from NKF-MD. We reserve the right to decline any offer to hold a third party event.

- **Will the National Kidney Foundation of Maryland staff be able to help me organize my third party fundraising event?** NKF-MD staff will provide resources, guidance and oversight of your event as much as possible. The organizers are responsible to plan and execute the event.

- **Can the National Kidney Foundation of Maryland assist in covering any costs associated with my event?** Unfortunately, the NKF-MD is not in a position to supply the funds to pay any costs associated with third party events. We recommend that you seek in-kind donations from your local community.

- **Will the National Kidney Foundation of Maryland provide a representative to attend the event?** The NKF-MD cannot guarantee that all events can be attended, but we will make every effort to send a representative upon request to a third party event whenever possible. A minimum of 6 to 8 weeks notice of an event is necessary for scheduling purposes.

- **Can the National Kidney Foundation of Maryland provide materials such as brochures and donation forms?** Yes. With advance notice, staff can provide these materials, based on availability.

- **Can I use the National Kidney Foundation of Maryland logo in any promotion for my event?** Upon approval of the third party event, if someone wishes to include the NKF-MD logo in an event flyer or invitation an electronic copy of the materials should be emailed to kkessler@kidneymg.org or pdash@kidneymd. Once the design has been approved the NKF-MD logo will be
• Can I provide receipts or an acknowledgement letter from the National Kidney Foundation of Maryland to participants/donors? All acknowledgements for donation purposes may only be processed by the National Kidney Foundation of Maryland. Only those donations sent directly to NKF-MD will be receipted/acknowledged individually. We can provide one acknowledgement for the event coordinator, but IRS regulations do not allow receipts to be given by anyone other than the NKF-MD. A staff member can help direct you in the best way to manage this process.

• If my participants donate directly to the National Kidney Foundation of Maryland, can staff provide me with their names and amounts donated? The NKF-MD can provide the event organizer with a list of names of those who donated on behalf of their event, however due to confidentiality issues we will not release the amount donated.

• Can I use the National Kidney Foundation of Maryland’s tax-exempt status when purchasing materials? No, third party event organizers cannot use NKF-MD’s tax exemption status in conjunction with the event.