



DSF STEPS TOWARD A CURE

Event Coordinator Application

Please fill out this form and return it to DSF to obtain approval for your DSF Steps Toward a Cure event. Promotion and solicitation for your event is prohibited until approval of event has been given.

Coordinator Information:

Name

Email address

Street Address

City

State

Zip Code

What is your relationship to the Dravet community?

Have you been convicted of a felony or misdemeanor?

Is this your first time coordinating a fundraising event?

Is this your first time coordinating an event for DSF?

Site/Venue Information:

Event Location

Event Address

City

State

Zip Code

Registration
Start Time

Event
Start Time

What are the fees for use of the venue?

Does the venue require a Certificate of Insurance?

Are restrooms available onsite?

Is there a shelter in case of inclement weather?

Is there ample free parking?

Is the walk area paved/smooth for wheelchairs and strollers?

Are dogs on a leash permitted?

Are you responsible for trash removal?

Raffle/Silent Auction Information:

Will your event have a silent auction?

Will your event have a raffle?

Have you confirmed the venue permits a silent auction or raffle?

Does your city/state require a permit for the silent auction or raffle?

Event Details:

Expected number of event attendees

What time does your event start?

What time will your event end?

If event includes a walk and/or race, what is the length of the walk/race? (i.e., 5K; 1 mile; etc.)

Special activities, honored guests, directions, or other information about your event that you would like to include on your event portal:

Expenses:

DSF Steps Toward a Cure events are designed to incur very little overhead costs to assure that the maximum amount of money raised is going directly to our programs and services. Coordinators are not expected to take responsibility for any of the expenses associated with the event. DSF will pay for site fees of up to \$400 and raffle permit fees of up to \$100. If fees for either are more than the stated amount, you must contact DSF for approval prior to signing any paperwork.

It is important to remember that DSF **will not** pay for, nor reimburse any costs that were not previously approved. Approved costs can only be refunded upon receipt of a completed expense reimbursement form and necessary documentation (receipts, contracts, etc.)

By checking here, you indicate that you have read and understand the *Expenses* section and agree to follow the outlined procedures.

I understand that all funds raised in conjunction with a Steps Toward a Cure event is strictly for the benefit of the Dravet Syndrome Foundation. I also understand that no funds may be allocated for a specific child or family and may not be taken for personal use.

BY SIGNING AND SUBMITTING THIS FORM YOU ARE ACKNOWLEDGING THAT ALL OF THE INFORMATION PRESENTED IS ACCURATE AND NOT FRAUDULENTLY REPORTED.

For electronic submissions:

Check to agree with above statement

Initials

Date

Or, you may print then sign below, then email, fax or mail:

Printed name:

Date:

Signature:

Email to: misty@dravetfoundation.org

Fax to: 203-907-1940

Mail to:

DSF

PO Box 3026

Cherry Hill, NJ 08034

Questions? Email misty@dravetfoundation.org