



Cottage Party Guidelines

We are grateful for your consideration and desire to raise funds to benefit the USA Rugby Trust in support of our mission and goals! Please thoroughly read and follow our **Guidelines for Cottage Party/Third Party Fundraising Activities** and, thank you in advance for your commitment to help **make rugby fun and accessible at all levels of play across the country.**

USA Rugby Trust Guidelines for Third Party Fundraising Activities: For purposes of these guidelines, “you” means the individual or group sponsoring the Cottage Party; “Trust” means the USA Rugby Trust.

General Information

1. Events should complement the mission and image of the Trust. Individuals or groups with an image, reputation, purpose or goal that conflict with the mission or values of the Trust will not be approved.
2. Donations received from Cottage Party activities will be directed to the USA Rugby team of your choice.

Use of Name and Logo, Promotional Materials and Publicity

1. You may not use the Trust name or logo, or otherwise indicate to the public that an event is being held for the benefit of the Trust without the prior written consent of the Executive Director of the Trust. You may not make public announcements or promote the cottage party until you receive written approval from the Trust.
2. The Trust must review and approve in writing all promotional materials including, but not limited to, invitations, advertising, letters, brochures, flyers and press releases prior to production or distribution.
3. If promotional materials are utilized, they must clearly state a specific dollar amount, or a specific percentage of net revenue that will be contributed to the USA Rugby Trust. For example, “ ___% of net proceeds” will benefit the USA Rugby Women’s XV team.
4. If there is publicity for your event, you may not imply that the Cottage Party is sponsored or co-sponsored by the Trust or that the Trust is involved as anything but the beneficiary.

Event Approval

1. Your **Cottage Party Application** must be completed and submitted to the Trust no less than four weeks prior to the proposed fundraising event. Approval for the event is specific to dates listed on your event application.

2. The Trust must be notified in writing if there are any significant changes to the event once it has been approved. If circumstances warrant, the Trust may at any time direct you to cancel the event. You must agree to cancel the event, if so directed, and further agree to release the Trust and its officers, directors and employees from any and all liability in connection with any such action.

Note: Each request will be considered individually. Generally, the following *Cottage Parties will not be approved:*

- Events that rely on the use of Trust staff and/or volunteers.
- Events that require the Trust to sell tickets, coupons, etc.
- Events that require attendance from Trust staff and/or volunteers, or response from our mailing list, to generate revenue.

Legal and Financial

1. You and/or your group cannot state or imply that it is an agent, subsidiary, or partner or that it holds a relationship of any kind with the Trust.

2. The USA Rugby Trust will not incur third party expenses, or provide funds for third party events.

3. A donation solicited on the Trust's behalf, whether in-kind or financial, is fully tax-deductible only when it is made directly and entirely to the Trust. The USA Rugby Trust will determine what types of gifts can be considered tax-deductible prior to solicitation or promotion, as the Trust is the only agent that can verify such a gift was made to the Internal Revenue Service.