JOHN PAUL II
MEDICAL RESEARCH INSTITUTE
2500 Crosspark Road, Suite E-108
Coralville, Iowa 52241

Host a fundraiser to advance JP2MRI's medical research AND keep 50% of total proceeds for your own organization's mission!

Thank you for your interest in hosting an event to raise funds to benefit John Paul II Medical Research Institute (JP2MRI), while also sharing **HALF** those proceeds to support your local community initiatives. You can take pride in knowing that your efforts will help JP2MRI move faster towards meeting their research milestones in discovering new, ethically derived therapies and cures using only adult stem cells.

JP2MRI is a 501(c)(3) non-profit medical research organization whose mission is to advance drug discovery and regenerative medicine by exclusively using adult stem cells and induced pluripotent stem (IPS) cells, while also advocating and educating against the use of embryonic stem cell research. The Institute's core medical research areas include: 1) Neurodegenerative Diseases; 2) Cancer; 3) Rare Diseases; and 4) Chronic Diseases that respond to regenerative medicine. JP2MRI has one of the largest portfolios of adult stem cells in the world and has developed new methods for generating IPS cells that could provide a safer alternative for clinical trials in the near future. By hosting an event on our behalf, you will not only be offering hope to those who desperately need better therapies and cures but you will be taking a stand by showing that ethical research matters. Your help will show that you care and that patients are not alone in their fight.

Your fundraiser can be as modest or ambitious as you choose and we hope that this guide will assist you with your efforts. We want your event to be successful and want to recognize your efforts by sharing half of the total proceeds raised with your organization. In this guide, you will find information about hosting and planning your event, as well as promotional, institutional and financial guidelines followed by John Paul II Medical Research Institute. Please read the information carefully and submit the proposal form at the end of the packet to JP2MRI for consideration. A member of our staff will contact you within one week of receiving the form to inform you whether the event is approved. Please email us at office@jp2sri.org or call us at (319) 665-3001 with any questions. Thank you for your interest and support!

Tips to help make your event successful!

Define Event Concepts

- Plan and create your event. What type of event are you planning to hold? (Examples may include: A walk/run; Silent Auction; Dinner; Concert; Church event; etc.)
- Identify a medical research cause to support. (Please ensure that it fits within one of our 4 core research priorities.)
- Identify event specifics, such as the date and location?

Gain Approval

- Review regulations and policies contained in this guide.
- Submit the completed agreement at least sixty (60) days prior to your event.

Details

- Create a fundraising plan with a goal and a budget. How will you be raising money?
- Plan ahead for anticipated expenses.
- Establish a timeline and know when important tasks are due.
- Secure vendors, sponsors, permits and volunteers if needed.

Execution

- Advertise and promote the event. JP2MRI will share the event through its social media channels to increase publicity.
- Review your fundraising plan; make sure you are on track.
- Have fun and create an enjoyable atmosphere for the event.

Follow-Up

- Acknowledge and thank your donors, participants, sponsors and volunteers.
- Inform JP2MRI of your event's success and total proceeds.
- Send fifty percent (50%) of collected funds to John Paul II Medical Research Institute within thirty (30) days after your event.

Financial, Promotional and Support Policies

Event Expense Liability

- Since we want the maximum amount of funds raised through your fundraiser to go directly towards advancing medical research, JP2MRI will unfortunately **not** be able to do any of the following:

- JP2MRI cannot provide any financial support for your event. This includes, obtaining sponsors for your event;
- JP2MRI cannot reimburse your organization for any expenses;
- JP2MRI cannot process or accept coins totaling more than $50.00 due to processing fees (The Institute prefers that you exchange all coins into cash or check prior to submitting the proceeds.);
- JP2MRI can provide you with an online donation page for your event and would direct you to our website: www.jp2mri.org

Gift Receipting

- JP2MRI can issue your organization a tax receipt and "Thank You" letter for one-half of the donation made out to JP2MRI as long as the check is made payable to or the donation is made directly to JP2MRI.
- JP2MRI cannot accept or issue receipts for donations made out directly to you or your event.
- JP2MRI cannot issue tax receipts and thank you letters directly to individual donors who donate to the fundraiser.
- JP2MRI cannot issue tax receipts for any in-kind gifts, including auction items donated to your event.

Auctions

- It is the third party's responsibility to fulfill all aspects of a live or silent auction. JP2MRI cannot take possession of or be responsible for any items contributed for the auction.

JP2MRI Staff Support

- JP2MRI cannot provide staff support for your event (e.g., gift processing, organizing, or recruiting of event sponsors, participants or volunteers).

Promotional

- JP2MRI can provide you with brochures and fliers that you may use at your event. (Please notify the Institute at least thirty (30) days prior to scheduled event to ensure that promotional materials are ready and provide the number that will be needed.)

- JP2MRI must approve all use of the JP2MRI name and dove logo in advance of printing and use.
- JP2MRI reserves the right to review and make changes to messaging for the fundraiser to ensure that the language is consistent with our stated mission.

Please mail proceeds from your event to:

John Paul II Medical Research Institute
2500 Crosspark Road, Suite E-108
Coralville, Iowa 52241

John Paul II Medical Research Institute Third-Party Event Agreement

In order to comply with the Iowa Department of Consumer Protection policy, the following agreement must be signed prior to the event or commencement of a charitable sales promotion. Contributions should not be solicited and the JP2MRI name and/or logo cannot be used until this agreement is co-signed by a JP2MRI staff member.

Host/Group/Church/Company planning this event:_____
Organizer's/Contact's Name:_____
Address:_____
Email:_____
Phone (please include area code):_____
Name of Proposed Event:_____
Event location and address:_____
Date(s) and time(s):_____
Describe your event and how you will be raising money. Please be specific:

_____
_____
_____

If you wish to apply your donation to a particular research focus, please indicate the same:_____
How will you be promoting your event (fliers, radio, T.V., internet, etc.):_____
Event website:_____
Will there be any other beneficiaries besides JP2MRI? If so, please indicate the name of the organization(s):_____

I, _____, agree on behalf of _____ that I understand the third-party event guidelines supplied by JP2MRI and my responsibilities as a third-party event host pertaining to compliance of federal and state laws concerning fundraising events. I promise to abide by and adhere to all requirements made in the stated guidelines and attest the information provided on this form is correct and accurately describes the proposed event.

Event/Host Signature:_____ Date:_____
JP2MRI Approval - Signature:_____ Date:_____

You may email the completed form to: office@jp2sri.org

****JP2MRI reserves the right to refuse any event at any time and for any reason.****