



Community Event Fund-Raising Guidelines

Autism New Jersey appreciates the fund-raising efforts of our supporters in the community and our “Autism Awareness Ambassadors.” Due to limited staff, scheduled events and the need to control agency expenses, Autism New Jersey stipulates the following guidelines for fund-raising events that benefit the agency.

To assist us with promotion and other aspects of your event, contact balberici@autismnj.org to receive a Community Event Form. Please send this form in as soon as you have the details of your event or 4 weeks prior to the date of the event.

- The “Autism New Jersey” (formerly COSAC) name cannot be included in the name of the event; it can, however, be named as the beneficiary in your marketing and advertising materials (e.g., “The ABC Company Dress Down Day.” Proceeds to Benefit Autism New Jersey.).
- If you are interested in having an Autism New Jersey representative to attend your event, all requests must be made via the “Community Event Info Form” a minimum of **4 weeks** before the event. Autism New Jersey will make every effort to attend, however, we cannot guarantee all requests will be met.
- If applicable, a sample of the fund-raiser flier or materials must be sent to Autism New Jersey for approval two weeks before the proposed event date.
- Public relations and press coverage for the fund-raiser are the responsibility of the organizer. Autism New Jersey can announce the event on its website.
- Autism New Jersey cannot provide any funds for deposits needed for the fund-raiser (e.g., deposit for the event facility to reserve the date of the fund-raiser).
- Thank you letters to individual donors will be provided for tax purposes if requested and only if the organizer provides a complete list of individual donors including names, addresses and donation amounts.
- Any individual or corporate donors acquired through the event may be added to Autism New Jersey’s donor mailing list.
- All funds will be directed toward Autism New Jersey’s general operations unless otherwise discussed and approved in advance by the agency.
- Autism New Jersey may be able to provide some guidance on event planning and additional resources based on agency availability and appropriateness. A fund-raising handbook also is available with additional tips and information.
- One check is preferred, but Autism New Jersey can accept multiple checks.

Thank you for your interest in helping Autism New Jersey and New Jersey’s autism community. We sincerely appreciate your efforts.

AUTISM NEW JERSEY ■ 1450 Parkside Avenue, Suite 22 ■ Ewing, NJ 08638
1.800.4.AUTISM ■ 609.883.8100 ■ www.autismnj.org

Community Event Info Form



609.883.8100
1.800.4.AUTISM
609.883.5509 (fax)

1450 Parkside Avenue
Suite 22
Ewing, NJ 08638

www.autismnj.org

Please mail this completed form to:

Autism New Jersey
1450 Parkside Avenue
Suite 22
Ewing, NJ 08638

Promotional Flier:

If you have a promotional flier, please e-mail it to: balberici@autismnj.org

Agency Attendance:

Do you want to request an Autism New Jersey Representative to attend?
Yes
No

If yes, we will contact you to coordinate. Due to limited staff, not all requests may be granted.

Materials:

If you need materials sent, please indicate how many.

Autism New Jersey Brochure

Autism Fact Sheet

QUESTIONS?

Contact Brynn Alberici
balberici@autismnj.org
609.883.8100
extension 21.

Thank you for planning an event for Autism New Jersey! As an organization, we depend on your support to assist our efforts on behalf of the autism community.

Please fill out the form below as soon as you have the details of your event. If you would like to request an Autism New Jersey representative to attend your event, we must receive this form a minimum of 4 weeks prior to your event date.

Your Contact Information

Title	First Name	Last Name	Suffix
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Address

City	State	Zip
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E-mail Address	Phone Number
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Event Information

Event Name

Date	Time
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Event Location

Event Contact Person (if different from above)	Phone
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Description of Event (include price/fee (if any) and activities during event. Use reverse side if needed.)