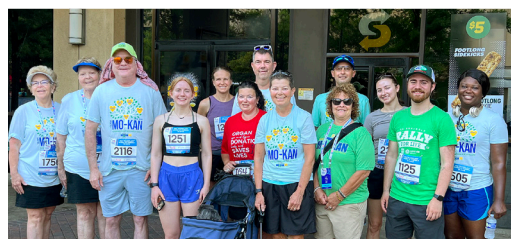


TEAM MO-KAN

ELIGIBILITY AND FUNDRAISING GUIDE

FOR TEAM MO-KAN PARTICIPANTS AT THE
TRANSPLANT GAMES OF AMERICA

WHO KAN ... MO-KAN!





MISSION STATEMENT

To increase awareness of the life-saving importance of organ, corneal, and tissue donation through the lives of our donor families, living donors, organ, eye, and tissue recipients and those awaiting transplant across the states of Kansas and Missouri.

To reach the Kansas and Missouri transplant community – health care providers, recipients, donors, donor families, living donors, those awaiting transplantation, and all related organizations in order to highlight the success of organ, eye and tissue donation.

To increase the number of individuals registering as organ, eye, and tissue donors in Kansas and Missouri by supporting existing awareness campaigns, utilizing the passion and personal experiences of team members through local health and awareness events.

To increase the donor registry of Kansas and Missouri by 100 new registered donors each year utilizing local, regional and national Donate Life America campaigns to raise awareness.

GENERAL CONTACT INFORMATION

Team Managers:

Chris Paxton
Ray Gabel

Donor Family Liason:

Teri Conterio

Living Donor Liason:

Lori Triggs

Cornea and Tissue Liason:

Kelly Falwell, Saving Sight

Diversity and Minority Liason:

Curtisha Anderson

Donor Registration Liason:

Nichole Asquith, MTN

Fundraising Committee Chair:

Mailing Address:

Team MO-KAN
626 NE Clubhouse Drive
Lee's Summit, MO 64086
816-304-4914

www.teammokan.org

teammokan@gmail.com

Follow us online at:

Facebook: www.facebook.com/teammokan

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TEAM MO-KAN ELIGIBILITY AND FUNDRAISING CRITERIA

Eligibility

Team MO-KAN members attending the Transplant Games of America with our charity fall into one of two categories by the below definitions.

Primary Team Members (eligible for travel assistance)

- Donor families
- Living donors of solid organ and/or tissue
- Recipients of life saving, solid organ transplants (heart, liver, lung, kidney, pancreas, intestine)
- Recipients of corneal, tissue and bone marrow transplants

Support Team Members (not eligible for assistance)

- Family, friends, and members of the general public
- Transplant professionals
- Other interested individuals or organizations who wish to support the team and be a team member

Please note: only primary team members are eligible to receive travel assistance to help offset their cost of participating in the event, support team members are able to share in a primary team members assistance if said member chooses to provide them with assistance from their eligible assistance.

Why We Fundraise

The goal of our fundraising effort is to **help offset** the cost of participation in the Games for our members.

This includes, but is not limited to:

- Apparel and team uniforms
- Registration fees
- Travel and lodging while attending the event
- Celebration banquet following the event

Fundraising activities are designed to build awareness, camaraderie, team spirit, and are ideal ways to involve all team members, families, friends, and the community to bring awareness to our group as well as organ, eye, and tissue donation and the need for more donors.

We encourage all members to get involved in these efforts and build friendships within your local transplant community.



TEAM MO-KAN ELIGIBILITY AND FUNDRAISING CRITERIA

Fundraising Requirements*

In order for "primary" team members to be eligible to receive a travel stipend they **must** participate in the following:

Three (3) – Fundraising events (at least one major and one minor)**

Three (3) – Organ, eye, and tissue donation awareness events* (events that include donor registration)**

Definition:

- Major fundraising events are considered events *raising more than \$2500* or more for Team MO-KAN.
- Minor fundraising events are considered events *raising a minimum of \$500* or more for Team MO-KAN.

*You must complete a minimum of 3 fundraising events and 3 awareness events to qualify.

**Any team member who helps secure a Family Level Sponsorship of \$500 or more will complete their minor fundraising requirement.

***An organ, eye, and tissue donation awareness event is separate from a fundraiser.

Some of the eligible team fundraising events / suggestions are listed below.

Examples of Major Fundraisers

- Bingo tournament
- Corn hole tournament
- Golf tournament
- Pickleball tournament
- Trivia night
- TransplantNATION magazine sales

Examples of Minor Fundraisers

- Candy bar sales
- Grocery store coupon books
- Kendra Scott Jewelry
- LulaRue (Facebook Fundraiser)
- Thirty-One (Facebook Fundraiser)

Proceeds from team fundraising activities will be credited towards the fundraising goals of the team and applied as such. Primary usage of these funds will go towards the purchase of uniforms, provision of travel assistance and other team related expenses as a whole.

All team members are asked to let the Team MO-KAN team manager and planning committee know when organizing a team fundraising event in an effort to help promote awareness of the event for our organization.

The following statement should be used when soliciting donations on behalf of our organization:

Team MO-KAN Fundraising Statement

All Team MO-KAN Transplant Games of America fundraising solicitations should advise donors that **"donations will be used for Team MO-KAN activities and expenses."** We are a 501c(3) nonprofit registered with the State of Missouri.

Individual Fundraising Efforts

- Any personal solicitations of pledges and monetary donation that will benefit the individual team member only.

Proceeds from your individual efforts should go towards your individual fundraising efforts. These funds should **NOT** be turned in to the general team fund. The charity will not keep track of individual fundraising efforts and our 501c(3) charity status **may not** be used for an individual's personal fundraising efforts.

All funds turned in from individual fundraising efforts designated for Team MO-KAN will go towards the fundraising efforts of the team as a whole.



TEAM MO-KAN ELIGIBILITY AND FUNDRAISING CRITERIA

Corporate Level Financial Partnerships and/or Grants

These are donations obtained from businesses and/or grants made by organizations for the purposes of cause-related marketing, co-branding, philanthropy, promotional, and other partnerships.

Funds received through sponsorships and grants shall be allocated at the planning committee's discretion toward future awareness events, general nonprofit expenses, and travel assistance to the Transplant Games of America.

Team members are asked to bring potential corporate level financial partnerships (\$500 or more) to the attention of the planning committee in order to allow for appropriate discussion of the partnership prior to approaching the organization.

This is to ensure financial partnership fits into the mission of our organization and to avoid any duplicate asks of support.

Organ, Eye, and Tissue Donation Awareness Events

Events that bring awareness to the importance of organ, eye, and tissue donation. **The event should include educational information on organ, eye, and tissue donation in addition to the opportunity to register as a donor.**

These can include events that a team member organizes on their own or partners with another local health organization.

Examples of Awareness Events

- Blood drive
- Church event
- Donate Life month event
- Hospital health clinic or fair
- Sporting event with a pop up booth

In addition, any event held in conjunction with our local OPO, the Midwest Transplant Network, or other educational partner.

Team members are responsible for confirming their participation to one of the team managers prior to the event.

Organ, eye and tissue donor registrations should use one of the following donor registration sites:

- www.registerme.org/teammokan, or
- www.sharelifemidwest.com

Educational awareness information on organ, eye, and tissue donation may be obtained by contacting one of the designated team managers in advance of your event to allow for time in obtaining it.



TEAM MO-KAN ELIGIBILITY AND FUNDRAISING CRITERIA

Travel Assistance Eligibility and Distribution

- Primary team members who meet fundraising requirements will be eligible to receive travel assistance as defined:
 - Donor family (member) receives travel stipend (one stipend per family)
 - Living donor (member) receives travel stipend (one stipend per family)
 - Organ, eye or tissue recipient (member) receives the travel stipend (one stipend per recipient)
- Any recipient under the age of 18 must be accompanied by a parent or guardian while participating in the Transplant Games of America.
- Support team members will not be eligible to receive travel stipends.
- Travel assistance is calculated based on the following anticipated expenses:
 - Average airfare
 - Average accommodations (double occupancy) * 6 nights/4 people
 - Event registration fee
 - Meals
- All travel stipends will be approved by the board and planning committee.
- Amount of travel assistance will be provided in equal amounts to each primary team member for use at their discretion for attending the event.
- In accordance with Internal Revenue Service guidelines, Team MO-KAN will report the travel assistance for each member on an IRS1099 form dependant on the amount of assistance meeting IRS requirements.
- Travel assistance may be subject to federal and state income tax. It is the responsibility of the team member receiving the assistance to consult with their tax advisor as to whether the travel assistance is taxable. Please be sure to retain all receipts and accurate records of your travel, lodging and meal expenses related to participation in the Games to demonstrate on the tax returns, if necessary, that this money was in fact a legitimate reimbursement of travel expenses and not real income.
- Travel assistane will be distributed following the return of the team from the event and will be mailed no more than 30 days following the conclusion of the event. Team members eligible for assistance will be made aware of their amount prior to leaving for the event.

Other Fundraising Policies of Note

- Corporate level financial partnership requests **must** be pre-approved by the **Board**, Team Managers, and Planning Committee to prevent the duplication of requests. Team members endorsement of products is not permitted.
- For donors to qualify for a tax deductible donation, checks must be made payable to **Team MO-KAN**.
- If an individual withdraws from the team, including transferring to another team, or does not attend the Games for any reason, money that has been raised by the individual will remain as part of the charity's general funds.