

Fund-Raising Frequently Asked Questions

Thank you for your interest in supporting the mission of Autism Family Services of New Jersey. Your efforts will allow us to continue serving individuals and their families living with autism and related disorders.

1. Do I have to register my third-party event with Autism Family Services of New Jersey?

Yes. To protect the hard-earned reputation of Autism Family Services of New Jersey the organization associates exclusively with quality third-party events. Third-party fundraising event organizers must also agree to comply with Autism Family Services of New Jersey policies.

2. How can I register my third-party event?

Visit www.autismfamilyservicesnj.org and select "Host Your Own Fundraiser." Please read and complete the third-party registration form, which describes the conditions under which third-party fundraising can be held. Please include the date and location of the event, a description of the event and the event organizer's name and contact information. You may also contact Heather Comstock at (609) 392-4900 or hcomstock@autismfamilyservicesnj.org.

Your third-party event is not authorized until you receive express approval from Autism Family Services of New Jersey. We reserve the right to decline any offer to hold a third-party event.

3. Can I conduct a third-party fundraising event if I am under 18 years old?

Yes, but your parent or guardian must sign the third-party registration form on your behalf.

4. Can friends or family members make a donation to Autism Family Services of New Jersey in lieu of gifts for my anniversary, wedding or birthday?

Yes. These donations can be made directly to Autism Family Services of New Jersey by calling 1-877-AFS-4477, by mailing a check to Autism Family Services of New Jersey's administrative office at One AAA Drive, Suite 203, Trenton, NJ 08691 or by donating online through our website at www.autismfamilyservicesnj.org. Please ask friends and family members to indicate that their donation is in honor of your wedding/anniversary/birthday.

5. Will Autism Family Services of New Jersey staff be able to help me organize my third-party fundraising event?

Unfortunately, we don't have the resources to assist, as Autism Family Services of New Jersey staff work year-round in support of our community-wide events such as the annual Mardi Gras Celebration, Seaside Soiree, Beach Bash and Walk for a Brighter Tomorrow.

6. Can Autism Family Services of New Jersey assist in covering any costs associated with my event?

Unfortunately, Autism Family Services of New Jersey is not in a position to supply the funds to pay any costs associated with third-party events.

7. Will Autism Family Services of New Jersey provide a representative to attend the event?

Autism Family Services of New Jersey staff make every effort to send a representative upon request to a third party event whenever possible. While we cannot guarantee that all events can be staffed with 10-12 weeks notice most requests can be filled.

8. Can Autism Family Services of New Jersey provide materials such as brochures and donation forms?

Yes. With advance notice staff can provide these materials if they are available.

9. Can I use the Autism Family Services of New Jersey logo in any promotion for my event?

If someone wishes to include the Autism Family Services of New Jersey logo in an event flyer or invitation an electronic copy of the materials should be emailed to Heather Comstock at hcomstock@autismfamilyservicesnj.org. Once the design has been approved the AFSNJ logo will be inserted into the document and emailed to the sender for distribution.

10. Can I provide receipts or an acknowledgement letter from Autism Family Services of New Jersey?

Only those donations sent directly to Autism Family Services of New Jersey will be receipted/acknowledged individually. We can provide one acknowledgement for the event coordinator, but IRS regulations do not allow receipts to be given by anyone but AFSNJ staff members.

11. If my participants donate directly to Autism Family Services of New Jersey, can staff provide me with their names and amounts donated?

Autism Family Services of New Jersey can provide the event organizer with a list of names of those who donated on behalf of their event, however due to confidentiality issues we will not release the amount donated.

12. Can I use Autism Family Services of New Jersey's tax-exempt status when purchasing materials?

No. Third-party event organizers cannot use Autism Family Services of New Jersey's tax exemption status in conjunction with the event. However, Autism Family Services of New Jersey staff can provide a verification letter confirming the organizer's intent to raise funds for Autism Family Services of New Jersey.

13. How soon after the event must I submit the funds that have been raised?

Within 14 days of the event, send the check to Autism Family Services of New Jersey at One AAA Drive, Suite 203, Trenton, NJ 0891. We will provide you with a single acknowledgment for the event proceeds.

Thank you for your interest in supporting the mission of Autism Family Services of New Jersey. For more information about third-party fundraising, please contact hcomstock@autismfamilyservicesnj.org or call 1-877-AFS-4477.