



Community Campaigns

Thank you for organizing a Community Campaign benefiting AutismTN! We are excited to have your support! Below are the key points you need to know in planning and executing your event.

AutismTN's Mission: We bridge the gaps between support, resources, and programs, so autistic individuals are empowered to recognize their potential and discover the meaningful connections needed to realize their goals.

AutismTN's Vision: We envision an interdependent world where diversity is embraced, and autistic people have opportunities to thrive.

Your Impact: Your event funds will support the general work of our organization. Some of our programs include:

- HELpline - vetting and sharing local resources and providing peer support
- ACE'ing The Spectrum - education series covering a variety of topics specific to autism
- Spectrum Socials - events that allow for a sense of belonging among the autism community
- Teen and Adult programs - monthly social learning and networking opportunities for ages 14+
- Spectrum Families - monthly networking groups for families
- EmployME - web and small group employment-based trainings

100% of funds donated to AutismTN stay in Middle Tennessee.

Community Fundraiser Host Responsibilities

Pre-Event:

- Event host manages all planning and execution of the event.
- Event host manages promotion of the event.
- Event host does not have access to AutismTN's 501(c)3 non-profit status for donations, discounts or tax exemption. This is not to say that you can't accept donations of a venue and/or items in support of your event! It simply means that your donors can not receive a tax exemption for their donation.
- All expenses incurred while organizing the event are the responsibility of the host.
- Expenses that you feel could be covered by sponsorship must still be pre-approved by AutismTN's Executive Director. Please ask us for insight on how to gain sponsorships and keep costs down.

Support:

In support of your event, AutismTN can provide the following:

- Materials on autism and AutismTN to distribute during the promotion of your event
- AutismTN logos for print and digital media
 - **All logo usage must be approved by the AutismTN Executive Director prior to use.**
- Promotion of your event to the local autism community via social media, monthly newsletter, and AutismTN website
- A resource table on site the day of the event

- Possible volunteers to help with the event
- A representative to speak on autism and AutismTN services

Below are the AutismTN staff members that can help with various event support needs:

Executive Director

Jessica Moore
jessica@autismtn.org

Role: Contracts, financials, approvals

Community Relations Director

Omegbhai Uriri
outreach@autismtn.org

Role: Initial contact, AutismTN community network including groups and volunteers

Communications Director

Amy Correia
amy@autismtn.org

Role: AutismTN social media shares and engagement

Post-Event:

- Event host manages the funds and sends a proceeds check to AutismTN.
- Event host manages thanking all participants.

Financial Processing:

- Please contact us if you need assistance in collecting donations for your event.
- Tax deductibility is somewhat complicated. The donations of your guests may be tax deductible. If you feel this is important to you and your guests please contact us for clarification on how to handle this.
- Checks should be made out to Autism Tennessee, AutismTN, or ASMT, Inc.
- If you are mailing the proceeds from your event, we recommend sending a money order or a check. (No cash in the mail please.)
- The AutismTN address is: 955 Woodland St. Nashville, TN 37206.
- Please inform the AutismTN Executive Director of a payout timeline. Event day donations should be received within 30 days of the event, unless otherwise agreed upon.
- AutismTN cannot pay for any expenses associated with the event.

Please let us know if you have any questions about AutismTN's Community Campaign guidelines. We look forward to working with you and helping make your event a success!