

Third Party Fundraising Event Guidelines

1. The Foundation of CVPH must approve all event dates.
2. The event organizer is fully responsible for planning and executing the event, including all setup, promotion, staffing and liability. In addition, the event must be financially self-sustaining. The Foundation of CVPH will not incur any third-party event expenses or provide funds to cover expenses.
3. The Foundation may provide input on the press releases, posters or other promotional information related to your event.
4. Events must comply with all federal, state and local laws governing charitable fundraising, gift reporting and special events.
5. Please notify The Foundation if you plan to contact businesses, individuals or organizations for sponsorship or underwriting proposals. If you plan to solicit contributions, sponsorship or in-kind gifts from local businesses, the list of potential business sponsors must be reviewed by The Foundation before being solicited. Please remember that many individuals and businesses already support us.
6. The Foundation has applied to and been approved by the Internal Revenue Service as a charitable (qualified) organization as defined by the Internal Revenue Code Section 501(c)3 meaning that contributions to The Foundation qualify for the maximum charitable contribution deduction under the Internal Revenue Code. A donation solicited on behalf of The Foundation is tax-deductible only if one of the following conditions is met:
 - (a) The event organizer is a charitable organization as defined by the IRS or
 - (b) The donation is made directly to The Foundation.In most cases, The Foundation can provide tax receipts to attendees/participants if the contribution is made directly to The Foundation. It is the responsibility of the event organizer to provide all necessary information to The Foundation for acknowledgment of such gifts.
7. If requested by The Foundation, the event organizer must provide a complete accounting of all revenues and expenses related to the event, including all tangible, non-cash contributions. The Foundation reserves the right to inspect all financial records related to the event.
8. The Foundation must receive all net proceeds within 30 working days of the conclusion of the event. Please send a check made payable to The Foundation of CVPH.

What We Can Do To Help You

1. Offer advice and expertise related to event planning
2. Provide a letter of authorization to be used to validate the authenticity of the event and its organizers.
3. Provide literature about The Foundation program for which funds are being raised.
4. Assist you in designating your contributions to a specific area of interest that has special meaning for you.
5. If event is open to the public, The Foundation may be able to promote the event through the following: UVHN-CVPH website, StatNews (CVPH employee newsletter), and Foundation's Facebook page as appropriate.
6. Possibly have an organization representative at the event to thank participants (with proper notice).

What We Cannot Do To Help You

1. Provide on-site staff or volunteer support at your event.
2. Provide funding or reimbursement for expenses.
3. Solicit sponsorship revenue for your fundraising activities.
4. Provide publicity: newspaper, radio, TV, social media.
5. Provide mailing lists of contributors, employees, volunteers, or vendors.

Third-Party Event Proposal

Organizer Information:

Event Organizer _____

Contact Name (if different than organizer) _____

Address _____

City/State/Zip _____

Phone _____ E-Mail _____

Event Information:

Name of Event _____

Description of Event _____

Location/Address of Event _____

Date/Time of Event _____

Ticket Price/Entry Fee (if applicable) \$ _____

The Foundation program/department designee to benefit from funds: _____

If available, would you like literature to distribute about The Foundation program/department that will benefit from your event? Yes No

If possible, would you like to have a Foundation representative present at your event? Yes No

If yes, what role would the representative play (check presentation, speech, photo opportunity)?

Event Promotion:

How will the event be publicized? _____

Do you plan to use the name and/or logo of The Foundation program in your promotional materials?

Yes No

Fundraising Information:

Projected contribution amount \$ _____

Please list all businesses/groups you would like to solicit for sponsorship, in-kind donations, prizes, etc. Use back of form if necessary.

I have read and agree to comply with the Third-Party Fundraising Event Guidelines laid forth by The Foundation of CVPH.

Event Organizer

Date

Please return to: Michelle Senecal, Manager of Events & Special Projects
The Foundation of CVPH, 75 Beekman Street, Plattsburgh, NY 12901