



Thank you for your interest in planning an event to benefit The UVM Health Network – Alice Hyde Medical Center (AHMC). The Department of Philanthropy at AHMC oversees all fundraising activities for the University of Vermont Health Network – Alice Hyde Medical Center. Funds raised through third-party events help support and embrace our mission of ... Working together we improve people’s lives. We welcome this philanthropic spirit and will assist you to the extent that we are able to.

These guidelines are intended to assist the individual/organization to work with the department of Philanthropy in the most beneficial manner. It is our intent to be clear about what assistance we are able to offer and at the same time, make sure that the individual/organization understands what its responsibilities will be as a third-party fundraiser.

Please review the attached Third Party Fundraising Event Guidelines and contact us with any questions you may have.

Thank you.

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Third Party Fundraising Event Guidelines

1. The Office of Philanthropy at The UVM Health Network - Alice Hyde Medical Center (AHMC) 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. AHMC will not incur any third-party event expenses or provide funds to cover expenses.
3. The Office of Philanthropy 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 Office of Philanthropy 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 Office of Philanthropy before being solicited. Please remember that many individuals and businesses already support us.
6. AHMC 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 medical center qualify for the maximum charitable contribution deduction under the Internal Revenue Code. A donation solicited on behalf of AHMC is tax-deductible only if one of the following conditions are met:
 - a. The event organizer is a charitable organization as defined by the IRS or
 - b. The donation is made directly to AHMC.
 - c. In most cases, the Office of Philanthropy can provide tax receipts to attendees/participants if the contribution is made directly to AHMC. It is the responsibility of the event organizer to provide all necessary information to the Office of Philanthropy for acknowledgment of such gifts.
7. If requested by the Office of Philanthropy, the event organizer must provide a complete accounting of all revenues and expenses related to the event, including all tangible, non-cash contributions. AHMC reserves the right to inspect all financial records related to the event.
8. The Office of Philanthropy must receive all net proceeds within 30 working days of the conclusion of the event. Please send a check payable to Alice Hyde Medical Center.

What We Can Do To Help You

1. Offer advice and expertise related to event planning.
2. Provide a letter of authorization to validate the authenticity of the event and its organizers.
3. Provide literature (if available) about the AHMC program for which funds are being raised.
4. Assist you in designating contributions to a specific area of interest.
5. If event is open to the public, AHMC may be able to promote the event through the following: AHMC website, and medical center Facebook page as appropriate.
6. Designate an organization representative to be 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 paid publicity/advertising: newspaper, radio, TV, social media.
5. Provide mailing lists of contributors, employees, volunteers, or vendors.

