

## Guidelines for Third Party Events/Fundraisers

LVHN-Pocono Foundation (“the Foundation”) appreciates your fundraising efforts on behalf of our organization. Your support will help the Foundation reach our mission to heal, comfort and care for our community. We are fortunate to receive inquiries from individuals, families, companies, and organizations that would like to support us. Please review the following guidelines to ensure that your event is successful and meets the goals and objectives of our nonprofit organization.

**\*Third Party Events Definition:** An event hosted by an entity on behalf of another organization. The Foundation defines a 3<sup>rd</sup> party fundraiser as a fundraising activity by a group or individual other than the Foundation, where proceeds are designated to one of our funds or endowments or where the Foundation is the beneficiary.

\*LVHN-Pocono Foundation is a charitable nonprofit 501(c)3 tax-exempt organization that complies with federal and state requirements and generally accepted accounting practices, which are consistent with our policies and procedures regarding fundraising events. The following rules and guidelines will help ensure that 3<sup>rd</sup> party fundraisers comply with these practices.

**\* Guidelines for hosts of 3<sup>rd</sup> party events/fundraisers:**

1. The Foundation can help your event by providing the following:

- Small Games of Chance License available (for qualifying events).
- LVHN-Pocono Foundation Logo for printed literature – use of this logo is restricted and limited to use for event. (Any printed materials where the logo appears must be reviewed and approved by the Foundation.)
- Foundation produced literature/materials including brochures, pamphlets and other materials as needed.
- The Foundation, or one of our funds, may be identified as a beneficiary of the event, for example “Painting fundraiser to benefit LVHN-Pocono Foundation.”
- In many cases, cross-posting of the event on LVHN’s website, social media accounts, or facility locations, may be arranged through our Marketing/Communications Department with 3<sup>rd</sup> party’s contact information.
- Foundation Board of Directors, LVHN Administration, staff and volunteers will be notified of event.

2. Foundation staff may be able to provide, but cannot guarantee the following:

- A Foundation representative to set up a table at the event in order to answer questions and provide information about the Foundation, our Funds or the Health Network.
- Small giveaways, if available (pens, magnets, etc.).
- A speaker at the event.
- A check/donation presentation at event or at a designated venue & time after the event.

3. For legal and LVHN-Pocono Foundation purposes, the Foundation cannot perform the following functions or activities for events it does not directly sponsor/host:

- Provide on-site staff or volunteers to work at your event other than at the Foundation’s information table.
- Provide mailing lists of donors, employees, prospects or volunteers.

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- Provide insurance coverage or secure permits for 3<sup>rd</sup> party events.
- Issue receipts for donations not made directly to the Foundation.
- Extend our tax exemption to a 3<sup>rd</sup> party host.
- Extend our tax ID number for purchases.
- Provide Foundation letterhead for 3<sup>rd</sup> party use.
- Direct solicitation by the Foundation staff or its volunteers, including but not limited to: door-to-door canvassing, telemarketing or internet marketing.
- Provide automated auction systems or services.
- Promote any political parties or candidates.
- Participate in programs that raise money on commission.

#### 4. Organizer Responsibilities

- All 3<sup>rd</sup> party fundraisers must comply with all applicable local, state and federal laws.
- Upon Foundation approval of 3<sup>rd</sup> party fundraising event, the Foundation must be notified of any significant changes to events, and the Foundation has the right to disassociate with a 3<sup>rd</sup> party event at any time if guidelines are not followed or any activity at the event does not meet the Foundation mission and values. This is subject to reasonable discretion by Foundation management or LVHN Administration.
- The Foundation prefers at least three months notification in advance of the 3<sup>rd</sup> party event date.
- All 3<sup>rd</sup> party fundraising events must be financially self-sustaining, without contribution from, or financial risk to the Foundation. Any expenses incurred by the event are the responsibility of the event organizers.
- The Foundation has no legal obligation to 3<sup>rd</sup> party events and assumes no liability for the planning or execution, including promotion, set-up, staffing (including volunteers), or the collection and management of funds and donations.

**\*Indemnification Clause:** All 3<sup>rd</sup> party event sponsors/hosts agree to indemnify the LVHN-Pocono Foundation, its directors, officers and employees from, and against, all claims and liabilities that may arise from any acts or omissions of 3<sup>rd</sup> party agents, volunteers or employees, or from any claim by the 3<sup>rd</sup> party relating to the quality, performance or failure to perform during the specified time period of the event.

**By signing here you understand and agree to abide by our guidelines.**

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(Event Organizer)

**For more information please contact:**

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**LVHN-Pocono Foundation**  
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\_\_\_\_\_  
(LVHN-Pocono Foundation Representative)

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(Date)