



HARRINGTON CANCER and HEALTH FOUNDATION

Third-Party Fundraising Policy

- Potential third-party events must align with the mission of Harrington Cancer and Health Foundation (HCHF) which is to reduce the burden of cancer and to promote and serve the healthcare needs of residents living in Amarillo and surrounding communities with focus areas of cancer and community health.
- As the originator of a third-party event or project, you are considered the event organizer. The organization, promotion and execution of the event are your responsibility.
- All potential event organizers must complete the Third-Party Event application form and return it to the Harrington Cancer and Health Foundation prior to conducting or publicizing the event.
- If your third-party fundraising event is approved, you will receive a letter of authorization from HCHF to validate the authenticity of the event and its organizers. Approval status will remain in effect for 12 months from the date of the authorization so long as the activity is consistent with what has been approved. After 12 months have expired, organizers must reapply for approval using this same process.
- It is rare, but on occasion third-party fundraising events are not approved. We reserve the right to deny your event if we feel the method of fundraising is inappropriate or directly conflicts with one of the Foundation's signature events or programs. You will receive notice if your third-party fundraising event is not approved.
- Before distribution to the public, Harrington Cancer and Health Foundation must approve all event-related publicity in which the HCHF name or logo is used (including print, broadcast and online). The name and logo must be used in accordance with Harrington Cancer and Health Foundation's graphic standards.
- The event organizer will pay any license/permit fees and will cover all incurred expenses. Estimated expenses and revenue must be established by event organizers and submitted for review by HCHF before the event. Our goal is for expenses not to exceed 45% of the total amount raised.

- Event organizers are responsible for obtaining all permits and liability waivers. Event organizers must obtain their own liability insurance to cover the event at the discretion of the HCHF Executive Director or Director of Development.
- If HCHF will not receive all event proceeds, then it must be stated clearly in all publicity and collateral materials that *a portion* of the proceeds will benefit the Harrington Cancer and Health Foundation.
- In order to avoid conflicting fundraising efforts, please notify the Harrington Cancer and Health Foundation *before* you solicit any donations for your event, including underwriting, sponsorship or in-kind gifts (such as donations of food, printing services, etc.).
- All checks for event proceeds should be made payable to “**Harrington Cancer and Health Foundation.**” **Contributions are tax-deductible only if they are made directly to the Harrington Cancer and Health Foundation, not the third party event organizer (unless they are a 501(c)3 charitable organization).**
- Event proceeds should be submitted to HCHF within 30 days after the event to receive proper recognition and tax acknowledgement.
- Gifts from third-party fundraisers will receive recognition as stated in the Harrington Cancer and Health Foundation’s donor recognition policy.

How Harrington Cancer and Health Foundation works with you:

- Acknowledges direct contributions to the Harrington Cancer and Health Foundation
- Provides and approves the use of our logo (as appropriate) to ensure proper reproduction and usage according to the Foundation’s graphic standards.
- Provides a letter of authorization to be used to validate the authenticity of the event and its organizers.
- Provides appropriate recognition of fundraising efforts on our website.
- Provides assistance with event promotion through our website and social media when appropriate

Due to federal regulations, the Harrington Cancer and Health Foundation is unable to:

- Provide our tax exemption number
- Offer funding or reimbursement for expenses
- Share mailing lists of donors or vendors
- Provide HCHF letterhead
- Guarantee attendance of Harrington Cancer and Health Foundation staff or Board Members at the event