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**HARRINGTON  
CANCER and HEALTH  
FOUNDATION**

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### **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.
- All potential event organizers should complete the Third-Party Event Application Form and return it to the Harrington Cancer and Health Foundation prior to conducting or publicizing the event.
- 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 organizers are responsible for paying any license/permit fees, obtaining permits and/or liability waivers and obtaining liability insurance to cover the event.
- All checks for event proceeds should be made payable to "Harrington Cancer and Health Foundation."

#### **How Harrington Cancer and Health Foundation works with you:**

- Provide and approve the use of the HCHF logo according to the Foundation's graphic standards.
- Assist with event promotion through HCHF website and social media where appropriate

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

- Provide an IRS tax exempt 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