



EPC THIRD-PARTY FUNDRAISER GUIDELINES

The Eastern Pennsylvania Chapter of the National Hemophilia Foundation (EPC) is grateful for the generosity of our community members who provide gifts of time and money. We rely on the support of organizations and individuals like you to allow us to make a difference in the lives of those living with a Bleeding Disorder. We are extremely grateful that you are interested in raising funds for EPC. Please take a moment to read through our fundraising guidelines and complete the attached form.

Before you begin / General information

EPC is extremely proud of our record of service and the image it portrays to the public. For this reason, EPC allows its name to be used only in circumstances and for activities that are compatible with its mission and are consistent with the image of our organization. Third-party fundraising events should not directly conflict with an existing EPC fundraising event. Thus, all third-party fundraising events must be pre-approved by EPC and third-party fundraisers must agree to be bound by the terms of EPC's Third-Party Fundraising Agreement.

What is a Third-Party Fundraiser?

A third-party fundraiser is when an outside person, organization or business plans and executes an event to benefit EPC.

Why do I need to complete the attached form before planning our event?

EPC must have a record of the events that are taking place to benefit our Chapter to ensure they comply with our standards and support our mission. This will also allow us to help you in any way possible.

What percentage of the funds generated will stay at the EPC?

Every penny that is generously donated through your event will remain right here at our Chapter to help with Patient Services, Advocacy, Education and Research for those in our community affected with a Bleeding Disorder.

How do we articulate that the event will benefit EPC?

Your event may not be represented as sponsored by EPC. Promotions should reflect the Eastern PA Chapter of the National Hemophilia Foundation as the beneficiary and not directly conducting the event. (i.e. "the proceeds from (Event Name) will benefit the Eastern PA Chapter of the National Hemophilia Foundation"). The promotion cannot give the impression that EPC endorses or sponsors any products or organization. (i.e.- EPC supports Club XYZ)



EASTERN PENNSYLVANIA CHAPTER NATIONAL HEMOPHILIA FOUNDATION

Victoria Business Center, 1489 Baltimore Pike, Springfield, PA 19064 • 484-445-4282 *fax* 484-445-4284 • www.hemophiliasupport.org

We are also donating the proceeds to other organizations.

If there are other organizations that will benefit, please make that clear in the promotion of the event. All recipient agencies should be listed.

May we use the EPC logo?

You may be given permission to use the Chapter name and logo with the understanding that no materials can be printed or produced before they are approved by EPC. Use of the Chapter's name and logo does not imply endorsement of any particular event.

We would like to obtain sponsors to underwrite the event.

Any potential corporate or organizational underwriting sponsors that you would like to contact must be preapproved by an EPC representative to ensure there is not a conflict with other key event sponsors or donors currently supporting EPC for other events.

Will EPC supply staff/volunteers for our event?

We have an extremely small paid staff and limited access to volunteers. You should not rely on EPC to provide sufficient volunteers or staff when planning your event. You should plan on recruiting your own volunteers to provide the support for your fundraiser.

What materials will EPC provide?

We can provide information/fact sheets for your event. Any material not distributed should be returned to the Chapter.

Can a representative come and speak at our event or to our business/organization?

We will make all efforts to schedule a volunteer or staff member to speak about the services we provide and the difference our programs make in Eastern PA. A minimum of 4 weeks advance notice is asked to fulfill the request, but that is not a guarantee that the request will be filled.

How will the event be insured?

It is the responsibility of the Third Party to obtain any necessary permits for the event and general liability insurance.



EASTERN PENNSYLVANIA CHAPTER NATIONAL HEMOPHILIA FOUNDATION

Victoria Business Center, 1489 Baltimore Pike, Springfield, PA 19064 • 484-445-4282 *fax* 484-445-4284 • www.hemophiliasupport.org

Donation Guidelines

If you are selling goods and services (i.e. admittance to an event, food & beverages, shirts, etc.) you may not state or imply that the funds are fully tax deductible. Only the amount above and beyond the value of an item is deductible. See www.irs.gov for further information on donations and tax deductions. You, your organization or business is responsible for abiding by IRS regulations regarding donations and proceeds. Moreover, if you operate a commercial business that proposes to donate a portion of its sales or services, etc., to EPC, you are required by law to register with the Pennsylvania Bureau of Corporations and Charitable Organizations. More information can be found on the Bureau's website at: <http://www.dos.pa.gov/BusinessCharities/Charities/Pages/default.aspx>.

Once the funds are collected

Your donation must be submitted to EPC within 30 days of the event. By naming EPC as the beneficiary of your event, you are required to donate the full amount of the net proceeds (after expenses) raised on our behalf. We cannot be held responsible for any financial losses. It is generally recommended that records be maintained of the expenses incurred through your benefit.

What about checks?

Any checks that are made payable directly to The Eastern PA Chapter of the National Hemophilia Foundation must be sent to EPC and will not under any circumstances be signed over to the sponsoring organization. Please be as specific as possible regarding to whom the donor is to make checks payable.

Additional questions or concerns?

If you have any additional questions or concerns that are not addressed above please do not hesitate to contact Charlotte Conmy, Development Manager at the Eastern PA Chapter of the National Hemophilia Foundation. Charlotte can be reached at 484-445-4282 or charlottec@hemophiliasupport.org. We would be more than happy to speak with you.



EASTERN PENNSYLVANIA CHAPTER
NATIONAL HEMOPHILIA FOUNDATION

Victoria Business Center, 1489 Baltimore Pike, Springfield, PA 19064 • 484-445-4282 *fax* 484-445-4284 • www.hemophiliasupport.org

**Please fill out the attached form with information regarding your fundraiser, and return to:
The Eastern PA Chapter of the National Hemophilia Foundation: ATTN: Charlotte Conmy, Victoria
Business Center, 1489 Baltimore Pike, Suite 227, Springfield, PA 19064 or email to
charlottec@hemophiliasupport.org**

****Once we receive the below form, EPC will then send you our Third-Party Fundraising Agreement for
review and execution. All Third-Party Fundraisers must agree to the terms of EPC's Third-Party
Fundraising Agreement before holding any Fundraising Events.****

Contact/Event Coordinator Name: _____

Phone: _____

Email: _____

Organization/Business _____

Event Date(s): _____

Event sponsors (if applicable): _____

Briefly describe your fundraising event and goals:

We would like the following for our event: Agency speaker Agency information sheets:
Specify amount needed _____