

### **Third-Party Fundraising Event Guidelines**

Rocky Mountain Children's Health Foundation welcomes fundraising proposals for review. Choosing to submit a proposal does not obligate RMCHF to enter into a third-party fundraising event with you.

Third-party fundraising events benefiting RMCHF should always keep in mind our mission and values.

- By submitting a fundraising proposal you agree to assume all risks and liabilities associated with the event and hereby release and hold harmless RMCHF, their directors, officers, employees, agents, and successors from and against any and all claims, damages, liabilities, costs, and expenses, including reasonable attorney's fees arising out of or in connection with the event, including without limitation any personal injuries or damages to property that may occur in conjunction with your proposal.

Although RMCHF encourages and supports third-party fundraising events and promotions, we must approve all events in advance. We maintain the right to decline events. This is an important safeguard in preserving the integrity of the name and reputation of RMCHF, as well as our commitment to our donors.

If RMCHF agrees to enter into a third-party event with you, all written, electronic or printed fundraising program materials including social media posts containing RMCHF logos or name, before and after your fundraising efforts begin, must comply with our graphic standards and must be submitted to us for approval before printing or circulation.

- The official name of the organization is Rocky Mountain Children's Health Foundation. It may not be altered or abbreviated.
- RMCHF should receive a list of targeted sponsors of \$2,500 or more for the event, before they are approached, to minimize overlap with other fundraising campaigns underway by the foundation.
- The event organizer is responsible for obtaining any required permits. The organizer should also obtain a certificate of insurance for their event.
- RMCHF is unable to provide media contacts or publicity for individual events to outside media sources.
- All promotional materials must clearly state the percentage of proceeds and/or what portion of the ticket price will benefit RMCHF.

- RMCHF will assume no responsibility for promoting the event or promotion.
- We suggest that while planning your event you limit expenses to 50% of the total raised by the event.
- The use of RMCHF sales tax exemption number is prohibited.
- RMCHF will issue acknowledgment letters to substantiate donations made payable directly to RMCHF for tax purposes. *There are complex regulations around the distribution of charitable tax receipts and we are not allowed to delegate authority to issue receipts on RMCHF behalf. This includes donations of money, in-kind items and services.*
- Funds raised to RMCHF within 30 days after your event has concluded. Please make checks payable to Rocky Mountain Children's Health Foundation.

I have read and will comply with the **Third-Party Fundraising Event Guidelines** stated above.

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please return signed form to:  
RMCHF  
Special Events Office  
5394 Marshall St, Suite 400  
Arvada, CO 80002