

BOSTON MEDICAL CENTER

VOLUNTEER FUNDRAISING EVENT GUIDELINES

Thank you for your interest in organizing a volunteer fundraising event to benefit Boston Medical Center. BMC appreciates your efforts to help it accomplish its mission of providing *exceptional care without exception*.

Any volunteer fundraising event that benefits BMC must follow these guidelines. Following the guidelines will help make sure you have a positive fundraising experience and abide by the requirements of BMC's status as a tax-exempt charitable organization.

- The volunteer fundraising event should complement the mission and image of BMC.
- BMC reserves the right to decline approval or withdraw as beneficiary of the event at any time if it believes there is a conflict of interest or the event may have a negative effect on the image of Boston Medical Center.
- The estimated cost per dollar raised should be less than 50%. BMC works very hard to maintain a low cost per dollar spent/raised ratio and expects its event organizers to do the same.
- You may use BMC's name and logo only with BMC's prior written approval. If BMC approves your event, you may use the appropriate name and logo in your marketing materials. BMC must review all event-related materials before printing and distribution.

BMC, when appropriate, may provide necessary copy and documents for event marketing.

- If your event takes place outdoors, you should provide an alternative rain date within a week of the original event date.
- BMC, when appropriate, may create an event-specific website that will allow donors to make gifts online.
- You are responsible for covering all expenses for the event. BMC will not reimburse you for any expenses.

If you plan to pay expenses out of the event's proceeds, then you should deduct those costs from the funds raised before you send the final donation check to BMC. To do this, the event coordinator should establish a non-interest-bearing account with a local bank and name BMC as the event beneficiary (for example, you can call your event "Ride for the Kids to benefit Boston Medical Center," but not "Boston Medical Center Ride for the Kids"). The event coordinator will pay expenses from this account and then, after paying all the expenses, send a final check to BMC.

- BMC will issue appropriate charitable tax receipts for gifts (1) made payable directly to “Boston Medical Center,” (2) with the intended fund in the message line, and (3) sent to BMC’s Development Office. The gift must include the donor’s detailed contact information. BMC will not provide tax receipts for any gifts or contributions that are not received by or made payable directly to Boston Medical Center. And please do not promise any kind of receipt to your donors – issuing an inappropriate receipt may jeopardize BMC’s charitable tax status.

You must disclose the fair market value of each auction item and raffle prize. Do not list any item as “priceless.”

If you provide detailed contact information and gift amounts for gifts donated directly to your organization, BMC can provide thank-you letters (but not receipts) to acknowledge the gifts.

- You must provide insurance certificates as required by local, state and federal laws. BMC is not responsible in any way for casualties or situations that occur at your fundraising event or promotion.
- BMC is not financially or otherwise liable for the promotion or staging of any fundraising event by a third-party organization or individual. The sponsoring organization or individual may not incur any financial or other obligations on behalf of BMC.

I/We agree to follow Boston Medical Center’s Volunteer Fundraising Event Guidelines if BMC approves our fundraising event.

Signature

Name (printed)

Organization

Date