



Host a Fundraiser Terms & Conditions

Thank you for your interest in helping fundraise for Community Medical Centers!

All fundraisers must be approved by the Community Medical Foundation. We reserve the right, in our sole discretion, to deny applications and to prohibit sponsorship by companies or groups that conflict with our mission, vision or values.

Community Medical Foundation staff are able to:

- Send tax acknowledgments for direct contributions to Community Medical Centers
- Approve use of Community Medical Centers' name (and the names of its affiliates)
- Approve advertising/publicity materials before they are produced or circulated

Community Medical Foundation staff are unable to:

- Extend our tax exemption to your organization or fundraiser
- Provide event insurance
- Sign vendor contracts
- Provide Community Medical Centers letterhead or envelopes
- Provide funding or reimbursement for expenses
- Solicit sponsorship revenue or in-kind donations for your fundraiser
- Share mailing lists of donors, sponsors or vendors
- Distribute or place flyers, posters or other promotional materials in our facilities
- Guarantee media coverage or send press releases to promote the fundraiser on your behalf
- Provide staff or volunteers for your fundraiser

As the organizer, you agree that you will (a) comply with all applicable laws, rules and regulations while planning, promoting and conducting the fundraiser; (b) obtain all necessary insurance, licenses and permits and keep them in force through the conclusion of the fundraiser; (c) incur no costs at Community Medical Centers' expense whatsoever, unless expressly agreed in writing to the contrary; and (d) indemnify and hold Community Medical Centers and its affiliates harmless from any and all claims of any kind or nature whatsoever arising out of, or in any way related to, the fundraiser.

Our acceptance of your application creates no exclusive rights.

These terms and conditions apply for the duration of the fundraiser. If the organizer continues to receive funds for Community Medical Foundation, those funds should be forwarded or paid promptly to Community Medical Foundation.

Please complete the registration process again when repeating the fundraiser in a succeeding year.

Funds Raised

It is also agreed that the funds raised from the activity will support current established charitable purposes at Community Medical Foundation and will be remitted to the Foundation within 30 days of the fundraiser or otherwise mutually agreed upon terms. Any funds donated directly to Community Medical Foundation will not be used for expenses incurred by the fundraiser or to support an organization other than Community Medical Centers.

In order to provide your donors with important information concerning their contribution, all promotional materials should clearly state the percentage of proceeds (from gross or net proceeds) and/or the portion of the ticket price that will benefit Community Medical Centers. To comply with Internal Revenue Service requirements, the method through which the donation is to be generated must be clearly stated by the sponsoring organization. Examples of clearly stated wording: "\$1.00 per book purchased;" "10% of all proceeds;" "\$5.00 from every ticket sold." Examples of unclear wording include: "Partial proceeds to benefit;" or "Proceeds to benefit."

As the organizer, you and your employees or representatives shall not act as an agent of Community Medical Centers. For example, you may not set up a temporary bank account in the name of Community Medical Centers or its affiliates or endorse or attempt to negotiate any checks made payable to Community Medical Centers, all of which must be promptly forwarded to the Community Medical Foundation for processing.

If expenses are greater than the money raised, you are responsible for paying those expenses. You may not keep or use any portion of the proceeds as profit or compensation for organizing the fundraiser.

Publicity and Marketing

You agree to use the Community Medical Centers' branding guidelines that will be provided to you once your fundraiser request is approved. We require review and prior written approval of all marketing and promotional materials using our name including, but not limited to, advertising, solicitation or support letters, brochures, flyers, press releases and website content prior to production or distribution. Community Medical Centers is not responsible for marketing, publicity and advertising efforts related to your fundraiser.

By registering the fundraiser, you agree that if at any point Community Medical Centers determines that the fundraiser may be injurious to our brand or image, we can request

that you remove all references to Community Medical Centers and its affiliates in any and all promotional materials and communications.

Prior approval by the Foundation is required whenever a fundraiser will benefit other non-profit groups in addition to Community Medical Centers.

You will be authorized to use the official name "Community Medical Centers" in conjunction with your fundraiser only upon written approval of your application. When naming your fundraiser, the name of Community Medical Centers or any of its affiliates should not be used in the title but rather listed as the beneficiary.

If the media (such as TV, radio, newspaper or bloggers) is requested or expected to cover or publicize the fundraiser, you must notify Community Medical Foundation as soon as possible but in any case no later than one business day prior to the fundraiser.

Questions?

Please contact Community Medical Foundation at foundation@communitymedical.org or (559) 724-4343.

Thank you so much for supporting Community Medical Centers!