



THIRD PARTY SPONSORED EVENTS

These are general practices to be used in raising support for Hemophilia Foundation of Southern California (HFSC) for third party sponsored events. HFSC defines a third party as someone who is indirectly involved but not an employee or Board Member of HFSC.

1. Third party sponsors shall not engage in such fundraising activities that harm or misrepresent the organization, its' clients or professionals.
2. Third party sponsors shall disclose all potential and actual conflicts of interests that can lead to misinterpretation or representation of the organization and/or its' mission.
3. Third party sponsors shall not disclose privileged or confidential organizational information to unauthorized parties.
4. Third party sponsors shall not exploit any relationship with a donor, prospect, volunteer, or staff member of the organization. Philanthropic mission should be placed above personal gain. Third party sponsors should demonstrate concern for the interests and well-being of individuals affected by their actions.
5. Third party sponsors shall comply with all applicable local, state, provincial, federal, civil and criminal law.
6. Third party sponsors shall take care to ensure that all solicitation materials are accurate and correctly reflect the organization's mission and use of solicited funds. Solicitation materials used for third party sponsored events shall be approved by HFSC's Executive Director or designated representative.
7. All solicited funds shall be collected under the name of the Hemophilia Foundation of Southern California or HFSC and shall be forwarded to the organization for deposit. No banking accounts shall be set up in the organization's name by sponsoring parties. All donor contact information shall be forwarded to HFSC. Receipts and/or letters of acknowledgement shall be sent by HFSC staff for all contributions received through the event.
8. Third party sponsors shall work with HFSC's Executive Director or designated representative to ensure that donors receive accurate and ethical advice about the value and tax implications of both financial contributions and in-kind donations.
9. Conditions of gifts shall be clearly defined and accepted before they are received from donors. Third party sponsors shall work with HFSC's Executive Director or designated representative to establish how the intended event proceeds will be used. Third parties sponsoring events shall share this information with donors supporting and/or working on behalf of the event.



10. Third party sponsors shall take care to ensure proper stewardship of donor's gifts including prompt forwarding of contributions to HFSC, and the timely reporting of the event's progress to HFSC's Executive Director or designated representative.
11. Third party sponsors shall adhere to the principal that all donor and prospect information created by the event, and/or on behalf of HFSC, is the property of HFSC. It shall not be transferred or used by others. HFSC reserves the right to use this information on its behalf.
12. Individual donors to the event shall have the opportunity to have their names removed from lists held by HFSC. Individuals must contact HFSC in writing to have their name removed from any or all of HFSC list(s).
13. When stating fundraising results, third party sponsors shall work with the HFSC's Executive Director or designated representative to use accurate and consistent accounting methods that conform to HFSC's accounting practices.
14. HFSC does not pay commissions or percentages of compensation based on charitable contributions raised through third party sponsored events.
15. Third party sponsors hosting events shall keep in mind that HFSC's standard benchmark is 50% return on its investment. Expenses exceeding income are not the responsibility of HFSC, its members, volunteers, or professionals.
16. Hosting and sponsoring third parties shall work closely with HFSC's Executive Director or designated representative while planning, executing, and reporting all aspects of the event.