

Third-Party Fundraising Guidelines

Stormont Vail Foundation and Stormont Vail Health

The Stormont Vail organization is very grateful for the support from our community and we appreciate your interest and enthusiasm in planning an event to give back and provide support. Outlined below are some guidelines that we ask you to abide by when planning and executing the event.

General Guidelines

1. All events must be approved by the Stormont Vail Foundation staff in advance of the event.
2. All events/promotions must comply with all federal, state and local laws governing charitable fundraising, gift reporting and special events.
3. Event/promotion activity in which the Stormont Vail or program name is used (print, broadcast, online) must be approved in advance by the Stormont Vail Foundation before distribution to the public.
4. Stormont Vail or the program cannot be used in the title of the event, but may be identified as the beneficiary of the event.
5. Stormont Vail will not release mailing lists to third-party organizations.
6. The organization and execution of the event is the sole responsibility of the event organizer. The organizer(s) must obtain any necessary permits, licenses, and/or insurance.
7. Event organizers should provide a list of businesses that may be approached for monetary support or assistance in advance of the event. Many local organizations have a long-standing partnership with Stormont Vail and may not wish to make additional contributions.
8. Stormont Vail may direct you to modify, cease or cancel the event/promotion if the event does not comply with the guidelines or is in direct conflict with the mission and image of Stormont Vail.
9. The program organizers must seek and receive approval from the Stormont Vail Foundation to repeat the program each succeeding year.

Financial Guidelines

1. The public will be fully informed regarding the net amount that will be donated to Stormont Vail or the program from the event/promotion. If less than 100% of the net proceeds will be donated, the actual percentage shall be disclosed to the potential donors and participants.
2. Program expenses should be less than 30% of the gross amount raised by the event.
3. Within 60 days following the completion of the event, proceeds must be received by the Stormont Vail Foundation.

Stormont Vail Foundation
1500 S.W. 10th Ave.
Topeka, KS 66604

4. If event expenses are greater than the money raised by the event/promotion, the organizer is responsible for those expenses.

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Stormont Vail Foundation Assistance

Stormont Vail Foundation staff is happy to provide the following to assist with your event /promotion in accordance with our policies:

1. A letter of authorization to be used to validate the authenticity of the program/event and its organizers.
2. Advice and expertise on program/event planning.
3. Assistance in designating the contribution to a specific area of interest.
4. Attend the event or check presentations as schedules permit.
5. Provide a written tax receipt to donors who make their checks payable to “Stormont Vail Foundation.”
6. Provide background information on the Foundation, Stormont Vail Health or Stormont Vail programs.

Stormont Vail Foundation staff is unable to:

1. Extend our tax exemption to your organization.
2. Provide insurance coverage.
3. Solicit media coverage for your event/promotion or to provide media lists.
4. Provide funding or reimbursement for expenses.
5. Solicit sponsorship revenue for your event/program.
6. Provide mailing lists of donors, vendors, board members, medical staff, employees or affiliated hospital constituents.
7. Guarantee attendance of staff, physicians, volunteers or patients at the event/promotion or check presentation.
8. Assume any type of liability for your event/promotion.
9. Extend the use of the Stormont Vail logos without the review and consent of the Stormont Vail Marketing Department.