

DIY FUNDRAISING EVENT

POLICIES AND GUIDELINES



HASBRO CHILDREN'S is honored that you have chosen our organization as the beneficiary of your fundraising efforts. We thank you for your interest and commitment to helping us fulfill our vital mission of ***delivering health with care*** to the people of Rhode Island, southeastern New England, and beyond.

HASBRO CHILDREN'S understands and appreciates that DIY fundraising events come in all shapes and sizes. We appreciate support at any level and encourage DIY fundraising events. To receive a formal endorsement from HASBRO CHILDREN'S, a DIY event partner must adhere to the policies and guidelines outlined in this document. Formal endorsement of a DIY event fundraiser includes the opportunity to use the hospital's marks, name, and resources delineated below.

As an independent 501 (c) (3) nonprofit organization, HASBRO CHILDREN'S follows all IRS regulations for charitable giving and acknowledgments. The following Board-approved policies and guidelines govern DIY events fundraising on behalf of HASBRO CHILDREN'S. Any individual or organization that wishes to conduct a fundraiser benefiting HASBRO CHILDREN'S with a formal endorsement from the hospital must receive written approval from the Brown University Health Development Department **90 days** in advance.

Overview

To enhance the success of DIY fundraising events and to avoid conflicts with HASBRO CHILDREN'S's donors, corporate sponsors, or other previously planned events and fundraisers, the following guidelines have been created to ensure that:

- DIY sponsors and HASBRO CHILDREN'S understand and agree, in advance, on their respective roles in the planning and conduct of the fundraising event.
- DIY efforts complement and support HASBRO CHILDREN'S's mission, image, and core values.
- DIY organizers do not exploit their position and association with HASBRO CHILDREN'S for personal gain.
- DIY efforts do not require significant support from the HASBRO CHILDREN'S staff or Board.
- A fundraising goal of \$5,000 or more must be established by a potential DIY partner to be considered for formal endorsement from HASBRO CHILDREN'S, including permission to use "To Benefit HASBRO CHILDREN'S" logo.
- DIY efforts are projected to be financially viable re: income vs. expenses.
- The distribution of funds raised during the DIY efforts reflects both the intent of the donors and the stated objectives of HASBRO CHILDREN'S.

Permission

- All formally endorsed DIY efforts for HASBRO CHILDREN'S require written permission from HASBRO CHILDREN'S at least **90 days** in advance. Public announcements or promotion of the fundraising event should not be made until written approval has been received.
- Fundraising efforts must comply with all relevant state and federal laws.

What We Can Do

Once the attached "Fundraising Proposal Form and Agreement" has been approved, HASBRO CHILDREN'S staff can:

- Offer fundraising and event planning expertise and advice.
- Acknowledge direct contributions to the HASBRO CHILDREN'S FOUNDATION. ***Note: These contributions will be added to the event donation total, but cannot be withdrawn for event expenses.***
- Assist in the designation of event proceeds.

Updated 4/9/2025

DIY FUNDRAISING EVENT

POLICIES AND GUIDELINES



- Provide a letter of support to validate the authenticity of the fundraising event and its organizers.
- Provide limited existing materials for your fundraising event, such as brochures and newsletters.
- When possible, HASBRO CHILDREN'S will offer a representative to attend the benefit/fundraising event.

Fundraiser Promotion

Advertisement and promotion is the sole responsibility of the organizer.

- HASBRO CHILDREN'S must review all promotional materials (including press releases, public service announcements, posters, tickets, brochures, invitations, etc.) before they are used.
- The HASBRO CHILDREN'S logo is a registered trademark and cannot legally be reproduced without written permission.
- HASBRO CHILDREN'S can promote the fundraising event when appropriate based on the fundraising goals noted below:
- HASBRO CHILDREN'S cannot solicit sponsors and does not provide any donor or client contact information. Organizer must notify HASBRO CHILDREN'S before asking a business or company for a donation, cash, or in-kind sponsorship.

Intended Donation Amount:	Promotion by HASBRO CHILDREN'S
\$5,000+	• Employee Intranet calendar. • Re-share DIY partner created social media post. • Permission to use to benefit logo – must be preapproved.
\$10,000 +	• All the above. • Social media post (either pre- or post-fundraiser, depending on schedule availability and donor preference). • Promotion in the respective hospital staff announcement.
\$25,000 +	• All the above. • Opportunity to provide flyer for distribution through hospital mail services. • If applicable, promotion at respective hospital announcement monitors.
\$50,000 +	• All the above. • Possible recognition in donor and employee publications. • Event banner provided.

Financial Guidelines

All DIY fundraisers must diligently comply with all Internal Revenue Service (IRS) regulations and fundraising best practices. The event organizer will be solely responsible for all costs and expenses incurred.

- The fundraising event or activity costs shall be held to a percentage of revenue which is generally acceptable within the fundraising sector and by the public. The traditional percentage split is no more than 60%/40% - event revenue to event costs. The organizer will provide a completed budget for review and approval as part of the "Fundraising Proposal Form and Agreement".
- HASBRO CHILDREN'S cannot provide our 501 (c) (3) tax identification number or accept and acknowledge individual donations for the event unless there are donation checks that are made payable directly to HASBRO CHILDREN'S and which are held separately from event fees.
- HASBRO CHILDREN'S sales tax-exemption (on purchases) cannot be extended to any fundraising effort.

DIY FUNDRAISING EVENT

POLICIES AND GUIDELINES



- If expenses are greater than the total collected, the group conducting the fundraising event is responsible for payment of these additional expenses.
- Financial or activity reports should be made available to the public, including the amounts raised and how spent for the purpose or cause.
- Any monies raised or donated during the fundraising event or activity will be used for the stated purpose for which they were raised, and within the agreed upon time frame.
- Proceeds are to be sent within **45 days** after the last day of the fundraising event in the form of a check made payable to the *RHODE ISLAND HOSPITAL FOUNDATION* to:

HASBRO CHILDREN'S
Development Office
P.O. Box H
Providence, RI 02901

Liability and Licenses

The event organizer will be solely responsible for providing proof of appropriate liability, property, and general insurance coverage, as well as all licenses and permits that may be required, including registering with the Office of the Rhode Island Attorney General.

- If circumstances warrant, HASBRO CHILDREN'S may at any time through any of its trustees, officers, or legal staff direct the organizer to cancel the fundraising event.
- The event organizer(s) agrees to indemnify and hold harmless HASBRO CHILDREN'S and all its officers, trustees, and employees from all claims and liabilities in any way related to the fundraising event.
- HASBRO CHILDREN'S must receive written notice of any significant changes planned for the fundraising event.
- Fundraising events or activities will not be aligned with any alcohol, pharmaceutical, gambling, or tobacco organizations.
- Brown University Health does not authorize any activity or event that solicits monies by telephone or door-to-door methods.
- If a raffle (including 50/50 raffle) is a component of your fundraising event, the organizers are responsible for all permits and reporting as required by the Charitable Gaming Unit of the Rhode Island State Police.

Assignment; Entire Agreement; Amendment; Governing Law

- Neither party may assign this agreement without the prior written consent of the other party.
- This agreement constitutes the entire agreement between the parties pertaining to the subject matter and supersedes any previous agreements relating to the same subject matter.
- The parties may amend this agreement only in a writing, signed by all parties.
- This agreement will be governed by and construed in accordance with the laws of the State of Rhode Island, without application of principles of conflicts of laws.

Every day we treat hundreds of patients who rely on our hospital for the very best care available, and we rely on support from caring people like you to help ensure that our vital work continues. Thank you again for your interest in planning a fundraising event to benefit HASBRO CHILDREN'S.

DIY FUNDRAISING EVENT

FUNDRAISING PROPOSAL FORM AND AGREEMENT



Hasbro Children's

BROWNHealth
UNIVERSITY

NAME OF PROPOSED FUNDRAISING EVENT: _____

SPONSOR INFORMATION

Name of Sponsoring Individual/Organization: _____

Address: _____

Phone: _____

Email: _____

Name of Contact Person: _____

Phone: _____

Email: _____

FUNDRAISING EVENT INFORMATION

Date: _____ Time: _____ Duration: _____

Location of Proposed Event:

Address: _____

Phone: _____

Briefly Describe Fundraising Event:

Audience/# Anticipated to Attend: _____

Percentage of revenue donated to HASBRO CHILDREN'S: _____

Based on the nature of the fundraising event, are any of the following required?

Insurance: Permits: Liability Releases:

If yes, please attach a copy of all applicable documentation if available, or explain when and how the applicable documentation will be secured:

DIY FUNDRAISING EVENT

FUNDRAISING PROPOSAL FORM AND AGREEMENT



Hasbro Children's

BROWNHealth
 UNIVERSITY

What participation or resources, if any, would you anticipate from HASBRO CHILDREN'S?

How do you plan on publicizing the fundraising event?

PROPOSED BUDGET

All costs are to be funded by fundraising event proceeds or are to be paid directly by the organizer. Please list all costs, including in-kind gifts.

Location/Venue	\$ _____
Food/Beverage	\$ _____
Printing (invitation, brochure, ticket, etc.)	\$ _____
Advertising	\$ _____
Entertainment	\$ _____
Prizes/Giveaways	\$ _____
Other (please specify)	\$ _____
TOTAL EXPECTED INCOME	\$ _____
TOTAL COSTS	\$ _____
REVENUE TO HASBRO CHILDREN'S	\$ _____

Reminders:

- Event attendees may be able to receive a tax deduction for their ticket purchase, but not for the entire price of the event ticket. They will not receive tax deductions for the value of any goods or services included in the ticket price that they receive, such as dinner or entertainment. The event organizer should be able to identify the exact value of benefits which attendees receive; after subtracting that amount from the ticket price, the remainder of the ticket price would be tax-deductible, if paid to an organization with a 501 (c) (3) tax status. It is the event organizer's responsibility to provide attendees with the tax-deductible amount and corresponding documentation.
- Raffle ticket purchases are not tax-deductible.
- Auction prizes are tax-deductible to the extent purchased above the fair market value of the item.
- The fundraiser must project to achieve a 60%/40% ratio of event revenue to event costs to be considered for formal endorsement.

DIY FUNDRAISING EVENT

FUNDRAISING PROPOSAL FORM AND AGREEMENT



Hasbro Children's

BROWNHealth
UNIVERSITY

- The fundraiser must establish a minimum \$5,000 fundraising goal to be considered for formal endorsement.
- Event proceeds must be submitted to HASBRO CHILDREN'S within **45 days** of the event.

Additional information/comments:

I/we have read and completed the DIY Fundraising Event Policies and Guidelines, as well as the Fundraising Proposal Form and Agreement, and understand them as written. I/we understand that Brown University Health and its affiliate hospitals do not accept or assume liability for this event.

EVENT ORGANIZER:

Signature

Print Name

Title

Date**HASBRO CHILDREN'S:**

Authorizing Signature

Print Name

Title

Date