



**CENTRAL OHIO CHAPTER  
NATIONAL HEMOPHILIA FOUNDATION**

*for all bleeding and clotting disorders*



## Special Event Guidelines

1. The Central Ohio Chapter (COC) of the National Hemophilia Foundation (NHF) reserves the right to decline any event or promotion.
2. Donations/contributions of less than 50% of net proceeds will require the COC's approval. Please allow additional time.
3. In naming your activity, COC or NHF should not be used in the title, but rather, "proceeds to benefit The Central Ohio Chapter of the National Hemophilia Foundation" or simply "The National Hemophilia Foundation" is appropriate. For example, "Charity Auction to benefit The National Hemophilia Foundation" is used rather than "The National Hemophilia Foundation Auction."
4. If the COC is the beneficiary of less than 50%, the title should read, "\_\_\_% of proceeds to benefit the National Hemophilia Foundation." As the donor or sponsor of the activity, you are required by IRS regulations to denote in all promotional and printed material the percentage of proceeds that will be donated to the COC. For example, if the COC will receive 40 percent of all entry fees for a particular event, the caption should read "The Central Ohio Chapter of the National Hemophilia Foundation will receive 40% of all event entry fees."
5. Please contact the COC for approval **before soliciting support for your event**. We will be glad to work with you to coordinate efforts.
6. As the local contact in charge of the activity, you will be most effective in working with the local media to gain maximum coverage. Please provide the COC with information on your publicity plans, ideas or needs. We will work with you to gain as much exposure for your activity as possible.
7. All events are required to provide the COC with a registration list of attendees along with home and email addresses.

8. The National Hemophilia Foundation logo is a registered trademark and may not be reproduced without prior approval. The logo may not be altered in any way.
9. If approved, you will be using the COC's name to help promote your event. Because of that affiliation, the following guidelines apply:
  - a. In some cases, a separate bank account in the name of the fundraising activity may be established for the sole purpose of collecting donations and paying fundraising expenses. **THIS MUST BE APPROVED IN ADVANCE BY THE COC.** If it is agreed that an account will be established, no co-mingling of funds will be permitted and authorized signatories of the account must be approved by the COC along with a copy of the monthly bank statement as long as the account remains open.
  - b. All original invoices, check books, bank statements, deposit slips, voided documents and other documents related to the fundraising activity must be maintained from the onset of this agreement. All documents should be retained until the fundraising activity is completed and a representative of the COC has officially accepted the proceeds.
  - c. The COC is authorized to have complete access to all fundraising records from the onset of the fundraising activity and is authorized to audit such records at completion of the fundraiser or at any time during the fundraising activity as deemed necessary by the COC.
  - d. Collection of all donations should be in accordance with the **Instructions for Handling and Documenting Cash and Other Donations** (enclosed).
  - e. An **Event Donation Summary Form** (enclosed) must be completed and sent to the COC along with the proceeds of the event. Funds raised should be remitted to the COC **within 30 days** following the event or on terms mutually agreed upon prior to the event. Please include names and address of anyone who should receive a thank you letter from the COC. Please do not mail cash. Convert all cash into a cashier's check or money order.
10. The COC will not provide approval to individuals to privately solicit funds for the hospital. We believe that it is in the best interest of each individual to work within a group of volunteers in order to maintain the safest of environments.
11. You must obtain all necessary permits, licenses and insurance. If you enter into any contracts for the activity, please send copies to the COC. **You may not enter into any contract on behalf of the COC.**

12. Attendance of COC staff will be based upon availability and pursuant to staff attendance policy. Unfortunately, staff may not be able to attend each event. However, we will work directly with you to determine attendance in advance of your event.
13. Please be aware that the IRS has issued regulations regarding the deductibility of charitable donations. For example, if you are providing your donors with something of value as part of their contribution, not all of their donation may be tax deductible. It may be necessary to deduct the value of the service gift or meal they receive before the deductible portion of the contribution is realized. If you have questions about your activity, please consult with a COC staff member and we will help you adhere to IRS regulations. See below for current IRS policy.

### Quid Pro Quo Contributions

A payment made by a donor to a charity that is partly contribution and partly for goods or services is considered a quid pro quo contribution. If the donor's quid pro quo contribution is more than \$75, a written notice (as described in the table below) must be provided.

#### Current IRS Policy:

Gift Amount	Value to Donor	Response
Less than \$75	None or valued at less than \$9.10	Written notice that value to donor was insignificant and entire gift is deductible as allowed by law
\$75 to \$249	None	Same as above
	\$9.10 or less	Same as above
	More than \$9.10	Written notice stating amount of donation, value of gift to donor, and amount deductible (donation amount minus value received)
\$250 and over	None	Written notice stating amount of donation, nothing of material value received, and entire gift is deductible as allowed by law
		Written notice stating amount of gift, value of gift to donor that is insignificant and entire gift is deductible as allowed by law
		Written notice stating amount of goods or services to donor and amount thus deductible

Figures accurate through December 31, 2008.

## **Instructions for Handling and Documenting Cash and Other Donations**

**Once your event is approved**, you will be required to collect all donations in accordance with the following instructions:

### **Cash**

- a. Please record the names and addresses of anyone who should receive a thank you/tax letter from the Central Ohio Chapter of NHF.
- b. Two people should count any cash received. The count should occur immediately following the event.
- c. Record the total number and amount of cash donations on the Event Donation Summary Form.
- d. Please do not mail cash. Before remitting the funds raised, please convert all cash into a cashier's check or money order.

### **Checks**

- a. Checks should be endorsed upon receipt:

FOR DEPOSIT ONLY  
CENTRAL OHIO CHAPTER OF NHF

Please note that this step must be accomplished in order to make the checks non-negotiable.

- b. Two people should count all checks received. The count should occur immediately following the event.
- c. Record the total number and amount of checks on the Event Donation Summary Form.

### **Other Donations**

- a. Please record the names and address of anyone who should receive a thank you letter from the Central Ohio Chapter of NHF for in-kind donations.

### **Event Donation Summary Form**

- a. Each person counting shall sign the Event Donation Summary Form (attached) to acknowledge verification of the number and total amount of cash, checks, and other types of donations received.
- b. Ensure all donations are summarized by the pay type and totaled on the Form.
- c. Complete all other sections of the Form and remit to the Chapter along with all funds raised.