

CLINIC NAME Fundraising Policy

Definition:

Nonprofit organizations provide opportunities for individuals and institutions to voluntarily contribute to causes of their choosing. To support the services provided at CLINIC NAME to care for the needs of the uninsured in COUNTY NAME, fundraising is an essential part. For the purpose of this policy, the CLINIC NAME Board of Directors defines fundraising as *the collection of money through donations, sales, and/or event programming for the explicit purposes of (a) charitable donations to a non-profit agency or cause, or (b) enhancement of the organization's budget in accordance with its mission.*

Accountability to Donors

All fundraising will be conducted according to the highest ethical standards with regard to solicitation, acceptance, recording, reporting and use of funds. St. Martin's Healthcare ensures responsible use of funds and open, transparent communication with contributors and other constituents.

CLINIC NAME will comply with all federal, state and local laws concerning fundraising practices, including registration and annual reporting.

CLINIC NAME is responsible for conducting fundraising activities in a manner that upholds the public's trust in stewardship of contributed funds.

All fundraising communications will include clear, accurate and honest information about CLINIC NAME, its activities and the intended use of funds.

CLINIC NAME will use funds consistent with donor intent and comply with specific conditions placed upon donations.

A written acknowledgement will be sent in a timely manner to all donors who make a donation.

CLINIC NAME will strive for a balance between publicly recognizing charitable contributions and maintaining donor confidentiality when requested. CLINIC NAME will not share, trade or sell contact information about any donor without prior permission from the donor.

CLINIC NAME will regularly communicate with contributors regarding activities. All such information will be made available through public and private media (including our Web sites, emails, newsletters, press releases to major and community media outlets, and free or paid advertising).

CLINIC NAME Board of Directors has overall responsibility for raising sufficient funds to meet budgeted objectives.

CLINIC NAME has an obligation to decline funds or in-kind donations that would bring about adverse conditions for the organization or its constituents and gifts given for purposes outside the scope of its mission.

CLINIC NAME will closely monitor any individual or organization that solicits funds on its behalf to ensure adherence to donor intent as well as accountable fundraising practices.

Examples:

Examples of fundraisers include, but are not limited to, the following:

1. Items for sale, produced by the organization (e.g. cookbooks, aprons, meals, bake sales, etc)
2. Cash donations for chance drawings
3. Live or silent auctions from donated items for this purposes
4. Sponsorship opportunities (e.g. may be offered with golf outing, tea table sponsors etc)

Solicitations:

CLINIC NAME will solicit goods and services from area merchants, to be utilized for door prizes, chance drawings or auctions. When approaching area merchants, the following procedure will be followed:

- A letter to merchants written on **CLINIC NAME** letterhead will be sent specifying the purpose of the desired partnership (e.g., silent auction) and the benefit to the third party (e.g., tax write off)
- If approaching the merchant directly, a letter describing the event will be provided to the merchant.