

Sacramento Native American Health Center, Inc.
Fundraising Event Application

We are grateful you are considering Sacramento Native American Health Center, Inc. as the recipient of your special event fundraising project. Below are requirements that must be met and approved in advance of your event.

*Please apply for approval at least 60 days in advance of your event to allow for approval time.

Complete the attached application and return to:

Sacramento Native American Health Center, Inc.
2020 J Street
Sacramento, CA 95811
or fax to: 916-498-9040

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Third Party Event Policy

Please read carefully

I. Purpose

Third party fundraising events play a critical role in philanthropy at Sacramento Native American Health Center, Inc. (SNAHC) and we are extremely grateful for your support. The dollars raised from your events help to directly support our mission to carry out the legacy of a healthy American Indian and Alaskan Native community based on cultural values delivered through traditional, measurable, transformational, innovative, accessible, and self-sufficient systems of health care, which directly impacts our community.

A third party event is an activity through which another organization, group or individual offers to hold a fundraising event for the benefit of SNAHC. The event is completely organized, funded and carried out by the organizing group that is not considered part of the health center. Prior to giving approvals for an organization, group or individual to advertise SNAHC as the beneficiary of its proposed event, the event must be approved with the attached form.

II. Guidelines

- A. Please do not make any public announcement or promote the event until you receive permission from SNAHC.
- B. Once your event is approved, printed materials and other information should state "proceeds will benefit the Sacramento Native American Health Center, Inc."
- C. In naming the event, SNAHC should not be used in the title but rather listed as a beneficiary.
- D. Events must comply with all federal, state and local laws governing charitable fundraising and event organizers are responsible for securing all necessary permits and clearances required by the government up to and including insurance.
- E. Event organizers must seek approval each year they choose to hold the event.

III. What SNAHC associates can do to assist with your event in accordance with the health center's policy:

- A. Attend events or check presentations as schedules allow.
- B. Acknowledge direct contributions to SNAHC in accordance with policy.
- C. Assist donors in directing contributions toward areas of special interest or area of need.
- D. Provide recognition for being a community partner.

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- IV. What SNAHC cannot do:
- A. SNAHC does not advance monies or solicit sponsorship revenue for third party fundraising events.
 - B. Provide the health center's tax id number.
 - C. Provide volunteers to help support the special event or ticket sales.
 - D. For confidentially purposes, SNAHC does not release donor, volunteer, employee or physician mailing lists or information.
 - E. Provide funding or reimbursement for expenses.
 - F. Guarantee attendance of staff, patients, physicians or volunteers.

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Please complete the application for a Third Party Event:

Contact Information

Group/individual: _____

Name of event coordinator or main contact: _____

Address: _____

Phone number: _____ Fax: _____

Email address: _____

Event Information

Name and description of event: _____

Date and time of your event: _____

Location of your event: _____

Beneficiary Information

What department/program will the event benefit? _____

Percentage of net proceeds to be donated to SNAHC: \$_____ If less than 100%,
please explain: _____

Will event also benefit other organizations? Yes No If yes, please provide names
of organizations: _____

How many years have you held these events and how often will they occur?

Do you require assistance from SNAHC staff? Yes No If yes, please describe:

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Read and initial below that you understand the following:

_____ Use of SNAHC and SNAHC name and logo: SNAHC and SNAHC names and logos and all abbreviations thereof are the property of SNAHC and may not be used to imply, either directly or indirectly, the health center's endorsement, support, favor, association with, or opposition to an organization, product, or service without permission of SNAHC. The use of the health center's name, seal, and other trademarks, including logos, designs, and visual images are not to be used unless approval is received in writing from the Development Director and/or CEO of SNAHC. In some instances, approval by the Board of Directors may be required.

_____ The individual or company named above will be responsible for all aspects of the events including but not limited to the following:

- Planning and execution of the event
- Providing tax receipts to donors (minus quid pro quo, if applicable)
- All cash handling
- All staffing
- Providing one check of the proceeds to SNAHC

Third Party event:

I have reviewed and understand the special event policy and agree to abide by the requirements outlined in this document.

Name of Group/Individual: _____

Signature: _____ Date: _____

For Sacramento Native American Health Center's use:

Approved Disapproved: _____

Signature of Development Director: _____

Date: _____

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Definitions

Gift: Anything of assignable value that is voluntarily and legally transferred to SNAHC's ownership and possession, is donative in intent, is without expectation of tangible compensation, is awarded irrevocably, and for which contractual or grant requirements generally are not imposed. Also referred to a charitable contribution.

Gift-in-kind: Noncash donations of materials or long-lived assets, other than real and personal property, that are directly related to the mission of the institution. Gift-in-kind is typically reported at fair market value.

Quid pro quo donation: A payment made in consideration for goods or services provided to the payer by the recipient organization.