

CAMP HERTKO HOLLOW, INC.

THIRD PARTY FUNDRAISING POLICY

This Policy applies to any fundraising activities not conducted by employees, directors or officers of Camp Hertko Hollow, Inc. (“Camp”). A person holding a fundraising event who is not an officer, director or employee is known as a “third party fundraiser.”

1. Mission. Events must fit the mission and positive image of Camp.
2. Materials. All event materials that include the Camp name(s) and/or logo(s) must be reviewed and approved in advance by the Executive Director. Materials include, but are not limited to, advertising, press releases, mailings, letters, posters, fliers, t-shirts, websites, social media or email.
3. Intellectual Property. The Camp’s logo cannot be modified in any manner, including shape, color, etc.
4. Financial Obligations. If event expenses are greater than the money raised by the event, the third party fundraiser is responsible for those expenses. Camp is unable to assume costs associated with third party fundraising events. Third party fundraiser shall remit to Camp within 30 days of the event, the excess of revenue raised by the event less expenses of the event.
5. Donation Solicitation. Solicitation for donations made to individuals and/or businesses on behalf of Camp must be approved in advance by the Executive Director. Many individuals and entities already support Camp and Camp doesn’t want to unknowingly solicit the same person on multiple occasions. Camp discourages direct sponsorship by companies whose products are in conflict with our mission, including but not limited to, alcohol and tobacco.
6. Licensing. The third party fundraiser must obtain any necessary permits, licenses, and insurance.
7. Termination of Relationship. If circumstances warrant (e.g. fraud, negative exposure, etc.) Camp may require the third party fundraiser to remove Camp as the named beneficiary of the event. Such a removal would include the removal of Camp name and logo from advertising, promotional materials, and any other use by the third party fundraiser.
8. Other Matters. Camp CANNOT help the third party fundraising event without the express written approval of the Executive Director. Absent such written approval, Camp cannot:

- a. Provide on-site staff or volunteer support at your event. (Exceptions may be granted on a case-by-case basis.)
 - b. Extend its tax exemption to the third party fundraising event.
 - c. Provide giveaways or prizes.
 - d. Provide funding or reimbursement for event expenses.
 - e. Solicit sponsorship revenue for the event.
 - f. Provide mailing lists.
 - g. Provide insurance coverage.
 - h. Advertise or promote the event.
9. Written Agreement All third party fundraisers shall sign a written agreement with Camp in a form acceptable to Camp agreeing to be bound by this policy.