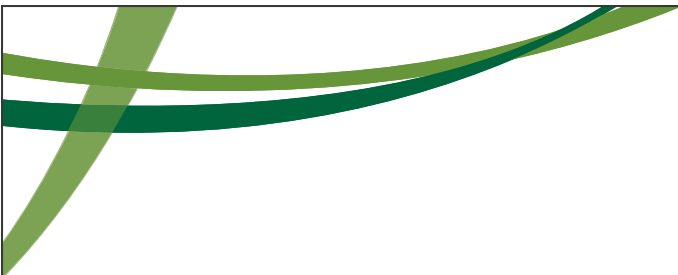


Community or Third-party Fundraising Event Guidelines

Thank you for your interest in supporting the UVM Medical Center. “Community or Third-Party Fundraising Events” are events that generate support for the University of Vermont Medical Center and are organized by individuals or organizations external to UVM Medical Center. These events may include dinners, sports tournaments, auctions, galas, bake sales, fashion shows, house tours, etc. Individuals or organizations hosting such events are asked to notify the UVM Medical Center Foundation (the Foundation) in advance of organizing and publicizing the event to ensure maximum impact and alignment with UVM Medical Center goals, policies and procedures.

1. Outside organizations wishing to host an event to benefit UVM Medical Center shall provide a detailed description of the event by completing the event proposal form and providing any other pertinent information.
2. The event host agrees to make every effort to convey clearly that UVM Medical Center is not the host of the event, but rather the beneficiary of full or partial proceeds.
3. The event host agrees to disclose to interested participants the level of financial support to benefit UVM Medical Center (percent of proceeds, set amount of money, etc.)
4. Publicity of any kind (including press releases, flyers, invitations, advertisements, etc.) and the use of UVM Medical Center logos must be reviewed by the Foundation.
5. Costs incurred for the event will be the responsibility of the organizer/organizing group.
6. The Foundation is committed to protecting the confidentiality of donor and volunteer contact information, including addresses and phone numbers, and is therefore unable to share such information with third-party event hosts.
7. Hosting organizations are responsible for securing appropriate permits, licenses and insurance needed for the event.
8. UVM Medical Center shall in no way be held liable for any injury or damage resulting from events, approved or otherwise, which are undertaken by third parties stating that their intent is to benefit the medical center.

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9. All philanthropic dollars raised from the event must be submitted to the Foundation office within 30 days of the event. Goods and services donated to the event as gifts-in-kind are not considered donations to UVM Medical Center.
 10. UVM Medical Center reserves the right to refuse any event not considered to be in alignment with the mission of UVM Medical Center and/or the goals of the Foundation.

QUESTIONS? PLEASE CONTACT:

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