

External Event Guidelines

Chautauqua Hospice & Palliative Care (“CHPC”) is grateful for community members and organizations who organize fundraising events on our behalf. CHPC is grateful that many individuals and groups organize fundraisers and CHPC offers these guidelines in order to assure financial transparency and avoid misunderstandings. We ask that events be organized, promoted and conducted based on the following guidelines:

CHPC MISSION

CHPC would like our mission and program information to be integrated into the event whenever possible including brochures, banners, videos, etc. CHPC will assist and advise with the organizers in this regard.

CHPC staff would like to be present at the event but this is not always possible due to on-call arrangements, vacations, conflicting schedules, etc.

EVENT THEME/ACTIVITIES

The event’s theme and activities should be inclusive.

LEGAL

Organizers will be responsible for all aspects of the event and any legal repercussions. CHPC will not be liable for any aspect of the event or any problem arising from it.

Organizers must comply with all laws and gaming regulations.

PROMOTION

Event organizers will be responsible for promotion of the event.

Events are to be promoted so that primary language indicates the event is sponsored by the community organization. Secondary or tagline information should indicate “proceeds to benefit Chautauqua Hospice & Palliative Care.”

ALCOHOL

CHPC does not want fundraisers to have alcohol consumption as a primary focus. Excessive alcohol consumption will be prohibited by the event sponsors.

FINANCIAL & RECORD KEEPING

All net proceeds of the event will be conveyed to CHPC. Event organizers will not use event proceeds to fund other activities.

Detailed financial records or receipts, pledges, sponsorships and expenses will be kept by the organizers so that any discrepancies can be resolved.

Organizers will convey to CHPC following the event detailed information about donors and sponsors including names, addresses, contact information, description of in-kind gifts and fair market value estimates of all donations.

NAMES & LOGO ART

Organizers will use our correct name (“Chautauqua Hospice & Palliative Care”) in promotional materials, press releases, etc.