

Chapter:	Finance and Fund Development		
Title:	Third Party Fund Raising		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: CDO	Adopted Date: 09.2023 Review Date: 09.2023	Related Policies: Stewardship and Gift Acknowledgement

Purpose:

Hopeful Horizons (HH) hosts two fundraisers annually. This policy outlines the requirements HH applies to organizations, groups and individuals interested in raising funds for the organization at other times of the year. HH considers these third-party fundraisers.

Scope:

This policy applies to

- All HH Staff
- Selected HH Staff, as specified: HHs’ Chief Executive Officer (CEO) and Fund Development staff
- HH Board Members
- HH Volunteers
- Other: Third-party Fundraiser (Organizations, groups or individuals)

Policy:

To protect HHs’ brand and ensure that funds are raised in an ethical manner consistent with the organization’s mission and values, third party fundraisers shall comply with the following guidelines.

The organization, group or individual seeking to raise funds for Hopeful Horizons shall:

- Seek prior approval from HHs’ CEO or the Chief Development Officer (CDO).
- Pay all costs associated with the fundraiser.
- Create social media posts to announce the fundraiser and communicate the outcome. HH must be tagged in all posts.
- Use the correct logo and name of the organization: Hopeful Horizons
- Use the correct wording for describing HHs’ work: *“A children’s advocacy, domestic violence and rape crisis center that works to create safer communities by changing the culture of violence and offering a path to healing.”* Or mission: *“Hopeful Horizons’ mission is to protect, treat and prevent.”*
- Include contact information for HH: hopefulhorizons.org and/or 843-770-1070.
- Agree that any tax credit accrues to the original donor and not to the third-party conveyor of the donation.
- Provide all funds raised to HH within 30 calendar days of the fundraiser.
- Provide all donor contact information (names and addresses) to HH within 30 calendar days for the purposes of gift acknowledgement.

HH shall share third-party fundraiser information on social media and in its e-newsletter. If schedules permit, a HH staff person or volunteer may attend and/or speak at the fundraiser.

If a group or individual wishes to start a new fundraiser as part of Hopeful Horizons’ annual calendar, a proposal can be sent to the CEO or CDO and will be reviewed by the board. The proposal should include a budget of expenses and income and a timeline for the event.

HH reserves the right to disassociate the organization from any third-party fundraiser with or without cause.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Definitions:

NA

Other Related Materials:

NA

References/Legal Authority:

NA

Change Log:

Date of Change	Description of Change	Responsible Party
09.2023	This is a new policy	E. Hall, CDO