

Guidelines for Planning an Event with the Broward Health Foundation

1. An application must be completed and submitted to the Broward Health Foundation no less than ninety (90) days prior to the proposed fundraising activity. Approval will be granted on a per event/promotion basis. Applicants must reapply annually for approval.
2. We reserve the right to deny any application for a fundraising activity that does not complement the mission of the Broward Health Foundation or its related entities.
3. All publicity must be approved by the Broward Health Foundation prior to distribution. Copies of publicity may be submitted to 12 SE 12 Street, Fort Lauderdale, FL 33316 or faxed to (954) 712-4535.
4. Publicity may not imply that the event is sponsored or co-sponsored by the Broward Health Foundation or that the Foundation is involved as anything but the beneficiary. List the event name followed by "... benefiting the Broward Health Foundation."
5. The public should be informed of exactly how the Broward Health Foundation will benefit from the event or promotion. If the Foundation will not receive all of the proceeds, then the exact percentage that benefits the Foundation must be stated clearly on all related publicity.
6. Please limit expenses to 30% of the total raised by the event or campaign. Proceeds must be received by the Broward Health Foundation within thirty (30) days of the fundraising event or campaign.
7. The Broward Health Foundation must be notified if another organization will also benefit from this event.
8. Solicitation of businesses involving the direct or implied use of the Broward Health Foundation's name or logo must be approved in advance by the Foundation. Please understand that many companies are already supporting the Foundation and may not wish to make additional donations.
9. The Broward Health Foundation will not be involved in any manner with liquor permits nor can the Foundation accept money raised from the sale of alcohol.

10. The Broward Health Foundation and all related entities are not liable for any injuries sustained by event volunteers or participants related to an event benefiting the Foundation, and cannot assume any type of liability for your event.
11. Because the Broward Health Foundation's resources (staff, marketing, etc.) are subject to budgetary constraints, the Foundation is unable to provide unlimited support for all fundraising activities that benefit it. The Foundation, for example, will not:
 - Provide on-site staff or volunteers at all fundraising events
 - Share mailing lists, including those of donors, physicians, employees, volunteers, or vendors
 - Provide funding or reimbursement for expenses
 - Guarantee attendance of staff, physicians, or patients at the event or check presentations
 - Provide insurance coverage
12. To protect the Foundation, there are some activities that cannot be approved, including those that:
 - Involve a professional fundraiser, telemarketer, and/or involve an agreement to raise funds on a commission, bonus, or percentage basis
 - Request names and/or stories of Broward Health patients for use in promoting or during the event
 - Require the Broward Health Foundation's endorsement of a product/service or the Foundation's participation in the direct sale of a product/service
 - Compete or conflict with an already established or scheduled event to benefit the Broward Health Foundation
 - Fail to comply with any municipal, county, state, and/or federal law
 - Involve the promotion of a political party/candidate or appear to endorse a political issue

If you have any questions about these guidelines or would like more information about organizing a fundraising activity to benefit the Broward Health Foundation, please call (954) 712-3980.