

Fundraisers for SWC conducted by Organizations or Individuals

Updated: October 2011

POLICY:

1. Shepherd Wellness Community is grateful for donations raised in support of our HIV/AIDS programs and encourages organizations and individuals to conduct fundraisers to benefit the work of SWC.
2. Groups or individuals desiring to conduct a fundraiser to benefit SWC should follow the procedures outlined below.
3. It is the policy of SWC that each individual/organization who acts as a promoter, of such events is an independent contactor and not an agent of the SWC. Any risk or liability involved in such events shall be the sole responsibility of the promoter; and promoters shall hold harmless the SWC against any claims, losses and/or liabilities.
4. SWC reserves the right to decline association with any event that is not in harmony with the mission or public image of SWC. This includes withholding consent to use the name or logo of Shepherd Wellness Community in any promotional materials or publicity.

PROCEDURES:

1. Well in advance of the event (2 to 3 months is suggested) organizations or individuals must fill out and return a "Fundraising Event Application" which is available on the SWC Web Site or upon request by calling our office 412-683-4477.
2. The SWC Executive Director will contact with the promoter or organization to confirm that SWC will be affiliated with the event and discuss SWC participation.
3. If needed, SWC will offer the promoter a liaison to publicize the event within the Shepherd Wellness Community and to our list of contacts. The liaison may also provide the promoter with other information or assistance depending on the type of event.
4. SWC will do our best to send a representative to local fundraising events for a portion of the evening. If an event is held out of the City of Pittsburgh, we will publicize the event to our contact list (in hopes that boosting attendance) but cannot promise that a representative will attend. We are usually unable to send representatives to events which begin after 10:00p.m.
5. After the event, within a reasonable time (30 days barring extraordinary circumstances), the promoter must provide a summary of the event to SWC so that SWC may comply with state and federal requirements for nonprofit record keeping.

This event summary should include:

1. Attendance at the event.
2. Names and addresses of individuals who should receive letters of thanks or acknowledgement.
3. Gross income, total expenses and amount donated to SWC.
4. Payment of donation may be made to our representative at the event, or mailed to:
Shepherd Wellness Community
4800 Sciota Street, Pittsburgh, Pa 15224-2127