

Rady Children's Fundraiser/Event Policy

Rady Children's Hospital-San Diego has established a strong reputation and commitment to partnership with our community. As a member of the Rady Children's family, we entrust our reputation to you and ask that you follow the guidelines herein in planning your event.

PROMOTION/PLANNING

- "Rady Children's Hospital-San Diego" may not be included in an fundraiser/event name. Once your fundraiser/event is approved, Rady Children's Hospital Foundation will provide you with an approved mark/language to use within your promotional materials ("benefitting mark / language").
- The percentage or amount of donations that will be donated to Rady Children's Hospital-San Diego must be clearly stated on all promotional materials; events where Rady Children's receives net proceeds less than 50% may be approved on a case-by-case basis. When beneficiary status is shared between Rady Children's and other organization(s), we must have the opportunity to approve beneficiary status and all beneficiaries of an event should be listed on invitations, promotional items and communications with the appropriate percentage of proceeds directed.
- Events of 100+ participants cannot be scheduled on the same day as an event hosted by Rady Children's.
- Rady Children's does not allow the use of Rady Children's Hospital facilities or spaces to host third party events or planning meetings.
- Your fundraiser/event must be promoted and conducted in a manner that avoids any statement or implication of an endorsement by Rady Children's Hospital-San Diego or that Rady Children's Hospital-San Diego is hosting the fundraiser/event. You are prohibited from using any trademark, service mark, logo or copyrighted materials of Rady Children's Hospital-San Diego for your fundraiser/event, without the written consent of Rady Children's Hospital Foundation.
- Invitations, press releases, website postings, social media promotions, brochures, promotional items (t-shirts, mugs, etc.) and **all** other communications and materials must be approved in advance by Rady Children's Hospital Foundation. If media (such as TV, radio, newspaper or bloggers) are requested for your event, you must notify Rady Children's no later than 14 business days prior to the event. Publicity for your event may not imply that the event is hosted or co-hosted by Rady Children's or that Rady Children's is involved as anything other than as the beneficiary.
- Use of Rady Children's Hospital-San Diego or Rady Children's Hospital Foundation logos are strictly prohibited;

only the benefiting mark or approved language may be used in fundraiser/event materials. Only after an event is approved by Rady Children's Hospital Foundation may details/promotion of the event occur. Any fundraising fundraiser/event that involves the use of the name "Rady Children's" must be in compliance with Charitable Act 363 of 1983, and approved in advance by Rady Children's Hospital Foundation.

- Relationships or arrangements that offer benefits or gifts from third parties or vendors interested in generating business from patients, their families or Rady Children's Hospital employees is strictly prohibited (CPM 7-35).

LIABILITY

- All community events must comply with all federal, state and local laws governing charitable fundraising, raffles, gift reporting and special events. The event organizer(s) is responsible for obtaining any necessary permits, licenses and clearances required by the government. The organizer(s) must also obtain appropriate insurance coverage, as necessary.
- Rady Children's Hospital-San Diego is not liable for any injuries or damages sustained by event volunteers or participants and does not assume any type of liability for your fundraiser/event. You agree that Rady Children's Hospital-San Diego and its affiliates, subsidiaries, officers, agents, representatives, employees and contractors are released and discharged from and against all and any costs, claims, damages, liabilities, attorney fees and expenses of any sort arising out of, or generally relating to your fundraiser/event, its planning or execution, including, but not limited to all promotion, set-up, staffing (including volunteers) or the collection and management of donations.
- You agree to indemnify and hold Rady Children's Hospital-San Diego harmless from and against any and all losses, damages, costs, attorney's fees, expenses, and liabilities incurred in connection with, or with the defense of, any claim or action or proceeding arising out of or incurred in connection with your fundraiser/event.
- You further agree that Rady Children's Hospital is not hosting, supervising nor sponsoring your fundraiser/event, and will not indemnify or hold you harmless from and against any and all losses, damages, costs, attorney's fees, expenses and liabilities incurred in connection with, or with the defense of, any claim or action or proceeding arising out of or incurred connection with your fundraiser/event.

FINANCIAL COMPLIANCE

- Unless your organization is a registered non-profit entity, donations made to it are not tax-deductible. Please do not promise any receipt to your donors as issuing an

inappropriate receipt can place Rady Children's Hospital-San Diego's charitable tax status in jeopardy. Under no circumstances can Rady Children's Hospital-San Diego's federal tax ID number be included in fundraiser/event materials.

- Rady Children's will not associate with events or fundraising activities that are in conflict with the organization's mission. Donations made directly to a third-party event can be used to cover the event's expenses, but are not tax-deductible. The third-party organizers are responsible for covering event expenses and will not be reimbursed by Rady Children's. If you are paying for expenses, please deduct these from the funds raised prior to sending your donation check. Under no circumstances may an individual keep any portion of the proceeds as profit or compensation for organizing an event to benefit Rady Children's.
- A donation solicited on behalf of Rady Children's Hospital is fully tax-deductible only when it is made directly and entirely to Rady Children's Hospital, as it is the only agents who can verify that such a gift was made, and the nature of the gift, to the IRS. Donors wishing to receive a tax receipt should provide their donation via check or online directly to Rady Children's.
- You must submit proceeds from the fundraiser/event to Rady Children's Hospital Foundation no more than 45 days after the fundraiser/event. Proceeds must be sent to: Donor Services, Rady Children's Hospital Foundation, 3020 Children's Way MC5005, San Diego, CA 92123. Rady Children's Hospital Foundation will process only the final net proceeds of the event.
- According to IRS regulations, for fundraisers/events that have an auction component, a list of auction items must include the fair market value. Rady Children's Hospital Foundation can only issue IRS-compliant tax receipts if the donor pays beyond the fair market value and if payment is

made directly to Rady Children's Hospital-San Diego.

- To aid you in your fundraising and compliance efforts, we recommend that you create a 'Miracle Makers' page on Rady Children's Hospital Foundation's website where you may direct donors and collect donations: <https://www.radyfoundation.org/fundraise/miracle-makers>
- Because of our responsibility as the recipient of community assets, we reserve the right to audit and inspect all event records if any questions are raised about your event.

COMMUNICATIONS

- To ensure Rady Children's Hospital-San Diego may appropriately thank all volunteers and donors, you must collect the names, addresses, phone numbers and emails for each volunteer and donor and submit them to Rady Children's Hospital Foundation no later than 45 days after your fundraiser/event.
- Rady Children's may communicate to all donors (including third-party event donors) through vehicles that include but are not limited to gift solicitations. Individual donors may voluntarily opt-out of selective communications.
- You grant Rady Children's Hospital Foundation a nonexclusive, perpetual, worldwide license to use your name, likeness, photographs, videos, story, and other biographical information for any commercial and noncommercial purposes relating to promoting and supporting Rady Children's Hospital-San Diego. Rady Children's Hospital-San Diego is not obliged to compensate you for use of your material, unless required by law.
- Use of images that contain Rady Children's patients, staff or clinicians or Rady Children's former patients staff or clinicians without consent and foundation approval is strictly prohibited.