**St. Vincent’s Foundation of Alabama, Inc.**

**Third-Party Event Guidelines for External Charitable Special Events**

Thank you for your interest in planning an event to benefit Ascension St. Vincent’s. By supporting our health ministries, you are helping us provide patient-centered, high-quality care to those who turn to us in times of crisis or during a medical need. Our health system includes St. Vincent’s Birmingham, St. Vincent’s Blount, St. Vincent’s Chilton, St. Vincent’s East, St. Vincent’s One Nineteen, St. Vincent’s St. Clair, and the Ambulatory Healthcare Network (family care centers, home health, hospice, wellness, infusion, and durable medical equipment). In addition, support can be directed to any of our ongoing Community Outreach initiatives such as Access to Care, Hispanic Outreach, Jeremiah’s Hope Academy, and Behavioral Health Support Services. We appreciate your desire to assist us in extending our mission to the poor and vulnerable in the communities we serve.

To help ensure the success of your event or fundraising effort, St. Vincent’s Foundation has established fundraising guidelines that will assist you as you plan and execute your event. Please take a moment to read these policies before committing to hold an event for St. Vincent’s.

The Process

Individuals, companies, and groups interested in planning an event are required to submit the online Charitable Special Events Application (visit event page at stvhsfoundation.org)

Your application will be reviewed by St. Vincent’s Foundation, and a follow-up conversation may be needed to clarify your proposal, with a final review completed within seven (7) working days. A Foundation staff member will contact you regarding your application status. If you have any questions after reading the third-party event policies or application, please contact St. Vincent’s Foundation at 205.558.3850.

The St. Vincent’s Mission, Vision, and Values are essential to ensure that any program or event partnership is aligned with these guiding principles.

**Our Mission**

Rooted in the loving ministry of Jesus as healer, we commit ourselves to serving all persons with special attention to those who are poor and vulnerable.

Our Catholic health ministry is dedicated to spiritually centered, holistic care which sustains and improves the health of individuals and communities.

We are advocates for a compassionate and just society through our actions and our words.

**Our Vision**

We envision a strong, vibrant Catholic health ministry in the United States which will lead to the transformation of healthcare. We will ensure service that is committed to health and well-being for our communities and that responds to the needs of individuals throughout the life cycle. We will expand the role of the laity, in both leadership and sponsorship, to ensure a Catholic health ministry of the future.

**Our Values**

We Are Called To:

* Service of the Poor in honoring human dignity
* Exercise Reverence for the spirituality of all persons
* Demonstrate Integrity in our actions and behavior
* Foster Wisdom to be enlightened and guided by the gifts of others
* Invite Creativity to see opportunities and shape the preferred future
* Reflect Dedication in caring for the common good

**General Policies**

* Individuals, companies, and groups organizing a third-party fundraising event that benefits St. Vincent’s should be mindful of the health system’s mission, vision, and values and should not include any activity that would potentially detract from these core principles or jeopardize the health system’s reputation as a Catholic health ministry or a qualified public charity.
* Event organizers must submit a third-party event application at least 30 days prior to the event. Larger events may require six (6) months or one (1) year advance notice.
* All fundraising events contributing to official St. Vincent’s program or services must have written approval by St. Vincent’s Foundation and must be reapproved each year if the event becomes an annual fundraiser.
* The use of any St. Vincent’s brand, logo, or name requires written authorization from the St. Vincent’s Foundation staff member assigned to the event and all promotional material must be approved before use. Unauthorized use may result in legal action.
* Fundraising events must comply with all relevant state and federal laws and IRS regulations related to 501(c)(3) non-profit organizations.

**Financial Policies**

* Events must be financially self-sustaining without any financial risk or financial contribution from St. Vincent’s Foundation.
* The total expense for the event should not exceed 30% of the total amount raised.
* If event expenses are greater than the total collected, the event planner is responsible for payment of additional expenses.
* Event planners must provide a written and detailed summary of all expenses along with the donation made payable to St. Vincent’s Foundation of Alabama, Inc. within 60 days after an event.

**Sponsorship Policies**

* Sponsors for any fundraising event must be pre-approved by St. Vincent’s Foundation.
* Organizations, groups, or businesses that may compromise the public image of St. Vincent’s or conflict with the mission, vision, and values, may not be major or presenting sponsors of fundraising events. In addition, they may not provide their products or services in exchange for donations, advertising, or other event exposure claiming affiliation with St. Vincent’s.
* St. Vincent’s Foundation or any member of St. Vincent’s cannot act as an agent on behalf of the soliciting sponsor for third-party fundraising events.

**Donation and Tax Policies**

* St. Vincent’s Foundation will accept in-kind donations, provided they are approved in advance by the Foundation staff member assigned to the event.
* St. Vincent’s Foundation sales tax exemption cannot be extended to any event.
* If donations are collected at the event and subsequently donated to St. Vincent’s Foundation in a single sum, only the individual or organization whose name appears on the check will receive tax benefits for the donation. Donors giving in this circumstance should be made aware that their gift will not be acknowledged as a separate tax deductible donation by St. Vincent’s Foundation.

**Cancellation Policies**

* Event organizers must advise St. Vincent’s Foundation of any changes, set-backs, or cancellations of the event.
* If circumstances warrant, St. Vincent’s Foundation, or any ministry of St. Vincent’s, may choose to opt out of being the event’s beneficiary at any time with no obligation.
* St. Vincent’s Foundation may also direct the event organizer to cancel the event, if deemed necessary by the Foundation, with no penalty to St. Vincent’s Foundation.
* The event organizer agrees to release St. Vincent’s Foundation and all ministries of St. Vincent’s from any and all liability from such actions.

**What St. Vincent’s Foundation Can Do**

* Assign a St. Vincent’s Foundation staff member to each event upon receipt of application. This staff member will serve as the lead contact, assist event organizers in logo approval, and offer event planning advice.
* Provide applicable St. Vincent’s logos in electronic format for event planning and advertising.
* List events on the St. Vincent’s Foundation website and, if publication time allows, mention events in St. Vincent’s internal communications.
* Provide pre-produced St. Vincent’s materials for event usage.

**What St. Vincent’s Foundation Can’t Do**

* Release any mailing lists, including donor, patient, physician, volunteer, employee, or other confidential resources.
* Fund any event or reimburse for event expenses incurred. It is the responsibility of the event planner to pay for and obtain all necessary licenses, contracts, or permits.
* Guarantee event promotion in St. Vincent’s publications, on St. Vincent’s Foundation website, or any other internal communications.
* Sell tickets prior or during any event.
* Guarantee St. Vincent’s or Foundation staff presence or patient family attendance at any event.
* Offer financial services for any event.
* St. Vincent’s Foundation cannot process credit cards at any event; however, event participants can be directed to the St. Vincent’s Foundation website to make secure online donations.