

October 2023

- **Purpose:** The purpose of this document is to provide Project Healing Waters (PHW, we, us, our) Headquarters (HQ) Staff, Regional Coordinators (RC), and Program Leads (PL) (you, your) a uniform procedure to apply for and receive PHW Chief Executive Officer (CEO) approval to conduct a fundraiser consistent with our mission and policies.
- **Cancellation:** This document cancels and replaces Fundraiser Procedure and Form dated 1-6-18
- **Significant Changes:** This change adds the requirement for the CEO or their designee's approval at the beginning stages of planning and changes the procedures to policy. CEO review and approval is needed to ensure state requirements for solicitation are adhered to and our non-profit status is not inadvertently compromised.
- **Policy:** Volunteers hosting a fundraiser to benefit PHW must review the below procedures, complete the applicable forms, and receive CEO approval prior to soliciting or promoting a fundraiser.

## FUNDRAISER PROCEDURE AND FORM

- Please completely fill out the attached In-House Fundraiser Form and send it to the CEO for approval at PHW, P.O. Box 695, La Plata, MD 20646 or email to [fundraiser@projecthealingwaters.org](mailto:fundraiser@projecthealingwaters.org).
- Unless otherwise indicated on the form, all net proceeds will be provided to PHW.
- The CEO will immediately notify you upon receipt of your form and either return the approved form to you, or discuss modifications until a mutually amicable fundraiser can be authorized.
- Until you receive CEO approval, you are not authorized to use the PHW name or registered trademarks to solicit or promote the proposed fundraiser.
- You must provide any promotional materials including websites to PHW for approval before publishing. Please send materials to the CEO for approval at PHW, P.O. Box 695, La Plata, MD 20646 or email to [fundraiser@projecthealingwaters.org](mailto:fundraiser@projecthealingwaters.org).
- Fundraiser approval provides a license to use the PHW registered trademarks. Modification to any PHW trademark is prohibited without written approval from the CEO.
- Please do not solicit vendors listed in the Equipment Ordering Guide for donations, discounts, or sponsorship requests. Each of our partners are already making significant contributions to our organization and the participants we serve.
- You must comply with all federal, state and local charitable solicitation statutes, regulations, and ordinances that affect or apply to the fundraising activity.



Professional solicitors or professional fundraisers are not authorized for any PHW fundraising activity or event. Generally, a professional solicitor is any person, or their agent, who is paid to solicit contributions for charitable purposes, and a professional fundraiser is someone who conducts, advises, and acts as a consultant in connection with the solicitation of contributions for or on behalf of a charitable organization.

After your fundraiser takes place or if canceled, please mail net revenue from the event along with a completed Fundraiser Post Event Form to PHW, P.O. Box 695, La Plata, MD 20646 within 30 days of the event. If revenue is only received online, please submit the completed Fundraiser Post Event Form to [fundraiser@projecthealingwaters.org](mailto:fundraiser@projecthealingwaters.org).

John Langford  
Chief Executive Officer  
Project Healing Waters Fly Fishing, Inc.

Date

**Send completed form to: [fundraiser@projecthealingwaters.org](mailto:fundraiser@projecthealingwaters.org)**