

THIRD-PARTY FUNDRAISING POLICY AND PROCEDURES



October 2023

- **Purpose:** The purpose of this document is to provide policy and procedures for a Third Party (you, your) to receive Project Healing Waters Fly Fishing, Inc. (PHW, we, us, our) Chief Executive Officer (CEO) approval, prior to conducting a fundraising event on our behalf.
- **Cancellation:** This document cancels and replaces Fundraising Agreement Procedure & Form 11-24-14.
- **Significant Changes:** This document provides updates to ensure compatibility and uniformity with Fundraiser Procedure and Form (In-House).
- **Applicability:** This document applies to any Third Party sponsoring a fundraising event to benefit PHW.
- **Policy:** Third parties 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.

THIRD PARTY FUNDRAISER PROCEDURE AND FORM

- Please completely fill out the attached Third Party Fundraiser Form and send it to our CEO for approval at PHW, P.O. Box 695, La Plata, MD 20646 or email it to fundraiser@projecthealingwaters.org.
- Unless otherwise indicated on the form, all net proceeds will be provided to PHW.
- Our 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.
- As a third party fundraiser you must provide any promotional materials including websites to PHW for approval before publishing. Please send materials to our CEO for approval at PHW, P.O. Box 695, La Plata, MD 20646 or email to fundraiser@projecthealingwaters.org.
- Fundraiser approval provides a license to use the PHW registered trademarks. Modification to any PHWFF trademark is prohibited without written approval from the CEO.
- Third parties must comply with all federal, state and local charitable solicitation statutes, regulations, and ordinances that affect or apply to the fundraising activity.
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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.

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

Date

Send completed form to: fundraiser@projecthealingwaters.org