

GUIDELINES FOR COMMUNITY FUNDRAISING EVENTS BENEFITING UCLA OPERATION MEND

Thank you for your interest in hosting an event to benefit one of the UCLA Operation Mend. We are extremely grateful for the generous support of our friends in the community who share our commitment to delivering leading-edge patient care to our most severely wounded service men and women.

The guidelines listed below are to assist you in the planning of your fundraising event/activity to benefit UCLA Operation Mend. ***Depending on the size and scope of your event, not all guidelines/restrictions may apply to, but are presented in full to best protect you and the UCLA Health Sciences Development.*** As a non-profit organization our resources are limited; however, we will strive to support you and your event/activity as much as possible.

Guidelines:

- Event Organizer must submit a *Community Event Request Form* with some basic details about your event.
- All events/activities must be approved by the UCLA Health Sciences Development office.
- Once your event application has been reviewed and approved, the Event Organizer will be asked to sign a *Community Event Permission Agreement* if necessary.
- Event Organizer is responsible for complying with IRS regulations regarding the event/activity and charitable deductions. Please visit www.irs.gov for more information.
- Event Organizer must obtain all necessary permits and insurance if necessary.
- Event Organizer is responsible for filing the “Notice of Intention to Solicit Funds” and the “Results of Fundraising Activity” forms with the Los Angeles Police Commission, Charitable Service Section. Please visit www.lapdonline.org for more information if necessary.
- UCLA Health Sciences Development must review and approve the use of UCLA’s name and/or logo on all promotional material—including but not limited to invitations, brochures, Web sites, flyers, and press releases—prior to printing and distribution. Said logo may not be altered in font, color, configuration, or position. Any use of the UCLA logo must adhere to UCLA’s graphic standards.
- Sponsoring Individual/Organization may not incorporate the UCLA name as part of the event/activity name (e.g. “XYZ/UCLA Operation Mend Golf Tournament”), but may use a second line identifying the relationship with us, such as “XYZ Golf Tournament benefiting UCLA Operation Mend.”
- Sponsoring Individual/Organization will use own mailing list for event invitations. UCLA will not provide mailing lists.
- UCLA is not financially or otherwise liable for the promotion or staging of special events/activities.
- UCLA Health Sciences Development reserves the right to decline any underwriting/sponsorship the Event Organizer secures when it believes the association may have a negative effect on the credibility of UCLA Health Sciences.

- It is the expectation of UCLA Health Sciences that the cost of fundraising for your event will not exceed more than 20% of the total funds raised.
- Event/Activity proceeds and an itemized list of revenue and expenses must be provided within 60 days after the conclusion of the special event/activity. If several checks are submitted, a spreadsheet which includes donor name, addresses, and amount of donation must accompany the checks.
- Gift receipts will be issued only for monetary donations made directly to The UCLA Foundation (or UC Regents if specified in *Community Event Agreement*).
- Attendance of a UCLA Health Sciences representative at your fundraising event/activity will be handled on a case-by-case basis.

What UCLA Health Sciences can provide once your event/activity is approved:

- An Event Acceptance Letter for the Event Organizer to use for fundraising and sponsor-recruitment efforts.
- Appropriate UCLA logo(s) in electronic format. (Materials using said logo must be approved by UCLA Health Sciences Development office prior to printing and distribution.)
- Literature about UCLA Health Sciences and promotional materials, upon availability, to distribute at event.

What UCLA Health Sciences cannot provide:

- Administrative and event/activity planning support which includes invitation design and distribution, compiling RSVPs, selling tickets, raising funds, recruitment of sponsors or celebrities, assistance securing event space on UCLA's campus, soliciting auction donations, providing staff/volunteers for events, etc.
- Financial support for event/activity expenses. No cost associated with the event/activity can be incurred by UCLA or reimbursed to the event sponsor/organizer and/or event staff/volunteers.
- Financial services for events/activities (e.g. bank accounts).
- Public relations support.
- Insurance and/or liability coverage.
- Mailing lists.
- Signatory for contracts.

Once you have read these guidelines, please fill out a *Community Event Request Form*. We will contact you when your request has been reviewed. If it is approved, you will be asked to sign a *Community Event Agreement*.

For further information or assistance, please contact Brian Loew, Director of Development, UCLA Health Sciences at (310) 794-7620 or bloew@support.ucla.edu