



## Community Volunteers in Medicine Policy for Third Party Fundraisers

Community Volunteers in Medicine (CVIM) is a free medical and dental clinic serving the needs of uninsured families in Chester County, PA and beyond. We exist on 100% philanthropy and therefore are grateful to individuals, organizations and corporations who wish to organize a fundraiser to support our non-profit mission.

In order to ensure that information about CVIM that is distributed to the community is correct we ask that all third parties follow the guidelines below when raising funds on behalf of CVIM. This policy also protects the 501c3 status of CVIM as provided by the Internal Revenue Service. In addition, CVIM is legally bound to protect the privacy of its patients. Thank you for complying with our policy.

1. The concept, plans, date and location for the fundraiser must be shared with the Development prior to beginning the project.
2. Any use of the description of CVIM services or mission, logo or name, must be approved by Development prior to printing or distribution of materials.
3. A 'proceeds statement' must appear in all event/project literature or electronic communication. (i.e. Funds raised will support . . .)
4. CVIM must approve the 'tax deduction' statement that may appear on the event/project literature or electronic communication. (i.e. The tax deductible portion of your donation is . . .)
5. Development must proof literature or electronic communication prior to production.
6. Any planned contact with CVIM staff, volunteers and patients must be approved by CVIM prior to making the contact. CVIM does not authorize communication with its donors by a third party under any circumstances.
7. CVIM will communicate with staff and volunteers via electronic media regarding the fundraiser. CVIM does not share its electronic or postal mailing lists.
8. CVIM reserves the right to approve the third party's list of prospective sponsors or vendors prior to solicitation. CVIM receives donations frequently from a variety of businesses and corporations and we wish to protect these important relationships. Once approved, CVIM will provide a letter of introduction for the third party.
9. CVIM will provide the appropriate tax exempt documents upon request.

10. CVIM requires the third party to provide contact information for donors and sponsors on a timely basis so that proper acknowledgments and tax receipt information may be mailed promptly.

To indicate that you understand and agree to comply with CVIM Third Party Fundraiser Policy, complete, sign and return one copy of this document. Thank you.

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Description of event \_\_\_\_\_

Date and location of event \_\_\_\_\_

Signature \_\_\_\_\_

**Return this completed form to:**

Lauren Cowan  
Development & Communications Associate  
Community Volunteers in Medicine  
300B Lawrence Drive  
West Chester, PA 19380

Phone: 610-836-5990 X 119

Lcowan@cvim.org

Website: [www.cvim.org](http://www.cvim.org)