



Community Fundraising Guidelines

Thank you for your interest in The Hospital of Central Connecticut!

The Hospital of Central Connecticut (HOCC) is happy to be named as the beneficiary of fundraising events by individuals, companies and organizations seeking to raise funds for, and awareness of, The Hospital of Central Connecticut's mission, services and programs.

To help you make your fundraising efforts successful, the following pages outline the steps that we hope will assist you in managing your special event.

Individuals, organizations and businesses interested in hosting a fundraising activity to benefit The Hospital of Central Connecticut are asked to complete the Community Fundraising Registration Form after reviewing the guidelines. All forms must be submitted for approval.

**We appreciate your interest in The Hospital of Central Connecticut
and look forward to working with you!**

The Hospital of Central Connecticut is a not-for profit 501 © (3) charitable organization that relies on tax-deductible contributions to help support its vision to be the most trusted for personalized coordinated care.

Community Fundraising Guidelines

Individuals, companies and organizations intending to host fundraising activities to benefit The Hospital of Central Connecticut are asked to comply with the following guidelines:

1. Approval of the activity, by way of The Hospital of Central Connecticut's Community Fundraising Registration Form, must be received from The Hospital of Central Connecticut's Department of Philanthropy to conduct an event whose proceeds will benefit The Hospital of Central Connecticut, a Hospital of Central Connecticut affiliate or any program developed and managed by Hospital of Central Connecticut.
2. The individual, organization or corporation hosting the fundraising activity is solely responsible for complying with all federal, state and local laws governing charitable fundraising, gift reporting and special events. This includes obtaining any state or local licensing, event permits & costs associated therein.
3. All checks and cash from activity participants must be collected and managed by the fundraising activities organizer and should not be made out to nor submitted to The Hospital of Central Connecticut.
4. At the conclusion of the fundraising activity, the event organizer will submit their donation from the net proceeds to The Hospital of Central Connecticut's Department of Philanthropy on behalf of the fundraising activity. All funds are required to be submitted to The Hospital of Central Connecticut within 45 days of the activity. The check must be payable to: The Hospital of Central Connecticut. The Hospital of Central Connecticut will not be responsible for any event expenses incurred in the development of the activity.
5. All print and publicity material, audio or visual displays used for the fundraising activity will clearly indicate proceeds to benefit The Hospital of Central Connecticut or a program or affiliate thereof. If there is more than one beneficiary please state the percentage of the proceeds that will benefit The Hospital of Central Connecticut on all promotional materials.
6. Please contact the Department of Philanthropy for any requests of promotional items.
7. The Hospital of Central Connecticut is not financially or otherwise liable for the promotion and / or staging of fundraising events by any third-party organization or individual. The sponsoring organization or individual may not incur any financial or other obligations on behalf of The Hospital of Central Connecticut. Event organizers must provide insurance certificates as required by federal, state or local laws. The Hospital of Central Connecticut cannot be held responsible in any way for casualties and/or situation that occur at your fundraising event or promotion.

The Hospital of Central Connecticut reserves the right to refuse to be named the beneficiary of any fundraising activity deemed inappropriate or detrimental to the mission and vision of The Hospital of Central Connecticut, its affiliates or programs.