

Community Fundraiser Guidelines & Policies

Community Fundraiser(s) is/are defined as an organization, group or individual raising funds or collecting goods to donate to SSM Health Cardinal Glennon Children's Hospital or any of its related entities. Funds can be raised in a variety of ways, including but not limited to, online fundraising pages or by collecting cash and checks.

All mentions of Cardinal Glennon in this document refers to **SSM Health Cardinal Glennon Children Hospital/Foundation and all of its related entities.**

The **Children's Fund** at Cardinal Glennon is used to support the greatest need of the hospital at any given time.

1. All community fundraisers benefiting Cardinal Glennon should always compliment the mission, vision and values of this hospital. Please keep in mind that we are a faith-based children's hospital and all efforts to support Cardinal Glennon kids should be done in good taste. **We reserve the right to opt-out as a beneficiary of any community fundraiser, at any time, with no obligation.**
2. Unless otherwise negotiated, SSM Health Cardinal Glennon will not be involved in any community fundraiser as anything other than a beneficiary. The hospital **cannot** be referred to as a sponsor or host of any community fundraiser.
3. Proceeds from online fundraising pages will benefit the Children's Fund at SSM Health Cardinal Glennon and **cannot** be designated to a specific purpose. The Children's Fund is used to fund the greatest and most immediate needs of the hospital. Support of the Children's Fund is necessary to allow us to continue to provide exceptional medical care to the St. Louis community and beyond, regardless of a families ability to pay. Please contact fundraise@glennon.org with questions or concerns about funding designation.
4. All community fundraiser promotional materials must **clearly state** what the fundraiser benefits. For example: If the funds are to be designated to a specific purpose (Heart Center, Oncology etc.) or if only a percentage of the funds benefit SSM Health Cardinal Glennon (50% of proceeds benefit SSM Health Cardinal Glennon Children's Hospital), that must be clearly stated on all promotional materials.

5. All community fundraiser promotional materials containing the name and/or logo of SSM Health Cardinal Glennon must be submitted to fundraise@glennon.org for approval. Promotional materials may **not** be distributed to the public before written approval is received.
6. By creating an online fundraising page you verify that all proceeds accepted through the page are 100% tax-deductible. This means that no goods or services (entry fee, auction item, food, etc.) were provided to the donor in exchange for their donation. Electronic tax-receipts will be issued to the email address provided by the donating individual/entity for donations made through online fundraising pages. Please note: Community fundraisers may **not** use online fundraising pages to give on behalf of another donor.
7. SSM Health Cardinal Glennon Children's Foundation does **not** issue IRS-compliant tax-receipts or matching gift approvals for cash, check or in-kind donations received via a community fundraiser. However, a non-receipt thank you letter will be sent to donors who provide their contact information (first name, last name and home address).
8. If the media (such as TV, radio or newspaper) is expected to cover or publicize your community fundraiser, you must notify the Foundation at fundraise@glennon.org as soon as possible. Media coverage and requests cannot be made by SSM Health Cardinal Glennon on behalf of your fundraiser.
9. All community fundraisers must comply with all federal, state and local laws. All necessary permits, licenses, certificates and/or applications required by city ordinances or otherwise are the responsibility of your community fundraiser.
10. **SSM Health Cardinal Glennon, or any of its related entities, cannot assume any type of liability for events surrounding your community fundraiser. We reserve the right to opt-out as a beneficiary of any community fundraiser, at any time, with no obligation.**

*For any questions or concerns regarding these guidelines
& policies, please contact fundraise@glennon.org.*