

## **Volunteer Fundraising Terms and Conditions**

Thank you for your interest in raising funds to support the lifesaving work of Sanford Health.

To protect Sanford Health, the Sanford Health Foundation, and the patients we work to help, all fundraisers must adhere to the following terms and conditions. Agreeing to these terms allows you to use our nonprofit names (“Sanford Health” and “Sanford Health Foundation”) in promotional materials for your fundraising activity.

If you are under age 18, please ensure your parent/guardian reviews these terms and conditions and assumes responsibility for your compliance with them.

### **Contact Us**

[Foundation@SanfordHealth.org](mailto:Foundation@SanfordHealth.org)

Office: [\(605\) 312-6700](tel:6053126700)

### **Mail Donations to:**

Sanford Health Foundation

PO Box 5039

Sioux Falls, SD 57117-5039

### **Fundraiser Responsibilities**

- You are organizing fundraising activities as an independent supporter of the Sanford Health Foundation, raising funds for the lifesaving work of Sanford Health.
- All references on your materials should state, “In support of the Sanford Health Foundation.”
- You are responsible for organizing all aspects of your fundraising and will be responsible for ensuring all necessary permissions and licenses have been obtained. Sanford Health and the Sanford Health Foundation accept no liability relating to your fundraising activity.
- Planning and delivery of your fundraiser must be carried out in a manner that aligns with our values to preserve the positive reputation of Sanford Health and the Sanford Health Foundation.
- If appropriate, you must ensure that your fundraising activity is covered by full and comprehensive insurance. Sanford Health and the Sanford Health

Foundation are not liable for any injury to person or material damage or loss which results from your fundraising activity.

- You must contact us for approval before approaching any companies, national press or celebrities to support your fundraising activities.
- You may not use the names of Sanford Health or the Sanford Health Foundation in any political activity.

### **Use of Sanford Health logos**

Logos and supporting materials to help promote your fundraising activities are available. You may not alter these materials aside from adding your fundraising event details where required.

### **Use of Funds Raised**

- All proceeds from your fundraiser must be submitted to the Sanford Health Foundation within three months (90 days) of the activity ending. If you are unable to meet this timeframe, please contact us.
- All checks must be payable to the Sanford Health Foundation. Remember to place the name of your fundraiser in the memo line of all checks provided to the Foundation.
- Proceeds from your fundraiser may not be used for any kind of commercial or private financial gain.
- Requests to deduct expenses, such as printing, purchasing raffle tickets, etc., must be approved by the Sanford Health Foundation.

### **Fundraising Terms for Challenge Events**

The following apply to “challenge event” fundraising activities:

- By taking part in a challenge event, you pledge to raise as much as you can for Sanford Health.
- If you obtain a sponsorship for your participation, you should encourage sponsors to donate via your online fundraising page.
- Registration fees are non-refundable.
- If you participate in a challenge event, you confirm you are medically fit and participation is at your own risk. Sanford Health and the Sanford Health Foundation are not liable for injury or illness resulting from your participation.
- By registering, you confirm you are over the age of 18.

For additional questions or guidance related to fundraising activities, please contact the [Sanford Health Foundation](#).

## **Wisconsin Raffle Information**

Holding a raffle requires a special license. Please seek approval from Sanford Health Foundation before hosting any raffles. You will be required to track all raffle sales and provide proof of winners and donation of winnings.

### Class A Raffles:

*Include example of Class A raffle ticket.*

State of Wisconsin Raffle Regulations state for your raffle to comply with Wisconsin law, you must include all the following information on your ticket:

- Name and address of licensed organization sponsoring the raffle (Sanford Health Foundation)
- Consecutive numbering on both portions of the ticket
- List of prizes with a retail value of \$500 or more
- Space for purchaser's name, address and phone
- Raffle license number
- Date, time and place that the drawing will be held
- Cost of ticket

### Class B Raffles:

*Include example of Class B raffle ticket.*

State of Wisconsin Raffle Regulations state Class B raffles must be held on one day only. Tickets must be identical but do not need consecutive numbering.