

Ascension St. Vincent's Foundation of Alabama, Inc.

Third-Party Event Guidelines for External Charitable Special Events

Thank you for your interest in planning an event to benefit Ascension St. Vincent's. By supporting our health ministries, you are helping us provide patient-centered, high-quality care to all who choose Ascension St. Vincent's for their health needs. Our health system includes Ascension St. Vincent's Birmingham, Ascension St. Vincent's Blount, Ascension St. Vincent's Chilton, Ascension St. Vincent's East, Ascension St. Vincent's One Nineteen, Ascension St. Vincent's St. Clair, and the Ambulatory Healthcare Network. We appreciate your desire to help us provide the best care possible for our communities.

To help ensure the success of your event or fundraising effort, Ascension St. Vincent's Foundation has established fundraising guidelines that will assist you as you plan and execute your event. Please take a moment to read these policies before committing to hold an event for Ascension St. Vincent's. Anyone interested in planning an event must submit an online application at <https://stvfoundation.org/events/#hyo>.

Your application will be reviewed by Ascension St. Vincent's Foundation, and a decision will be made to approve or deny your request within seven working days. A Foundation staff member will contact you regarding your application status. If you have any questions after reading the third-party event policies or application, please contact Ascension St. Vincent's Foundation at 205-558-3850.

Our Mission

Rooted in the loving ministry of Jesus as healer, we commit ourselves to serving all persons with special attention to those who are poor and vulnerable. Our Catholic health ministry is dedicated to spiritually centered, holistic care which sustains and improves the health of individuals and communities. We are advocates for a compassionate and just society through our actions and our words.

Our Vision

We envision a strong, vibrant Catholic health ministry in the United States which will lead to the transformation of healthcare. We will ensure service that is committed to health and well-being for our communities and that responds to the needs of individuals throughout the life cycle. We will expand the role of the laity, in both leadership and sponsorship, to ensure a Catholic health ministry of the future.

Our Values

We Are Called To:

- Service of the Poor
- Reverence
- Integrity
- Wisdom

- Creativity
- Dedication

General Policies

- Anyone organizing a third-party fundraising event that benefits Ascension St. Vincent's should be cognizant of the health system's mission, vision, and values and should not include any aspect that would potentially detract from these important standards or jeopardize the health system's reputation as a non-profit Catholic health ministry.
- Event organizers must submit a third-party event application at least 30 days prior to the event.
- All fundraising events contributing to any health ministry of Ascension St. Vincent's must have written approval by Ascension St. Vincent's Foundation and must be reapproved each year if the event becomes an annual fundraiser.
- The use of any Ascension St. Vincent's brand, logo, or name requires written authorization from the Ascension St. Vincent's Foundation staff member assigned to the event and all promotional material must be approved before use.
- Fundraising events must comply with all relevant state and federal laws.

Financial Policies

- Events must be financially self-sustaining without any financial risk or financial contribution from Ascension St. Vincent's Foundation.
- The total of expenses for the event should not exceed 30% of the amount of funds raised.
- If event expenses are greater than the total collected, the event planner is responsible for payment of additional expenses.
- Event planners must provide a basic breakdown of expenses along with the donation made payable to Ascension St. Vincent's Foundation within 60 days after an event.

Sponsorship Policies

- Sponsors for events must be pre-approved by Ascension St. Vincent's Foundation.
- Organizations, groups, or businesses that may compromise the public image of Ascension St. Vincent's or conflict with the mission, vision, and values may not be major or presenting sponsors of fundraising events and may not provide their products or services through donations, advertising, or other event exposure. Such organizations will be determined at the discretion of the Ascension St. Vincent's Foundation staff member assigned to the event.
- Ascension St. Vincent's Foundation or any member of Ascension St. Vincent's cannot solicit sponsors for third-party fundraising events.

Donation and Tax Policies

- Ascension St. Vincent's Foundation will accept in-kind donations, provided they are approved in advance by the Foundation staff member assigned to the event.
- Ascension St. Vincent's Foundation sales tax exemption cannot be extended to any event.

- If donations are collected at the event and subsequently donated to Ascension St. Vincent's Foundation in a single sum, only the individual or organization whose name appears on the check will receive tax benefits for the donation. Donors giving in this circumstance should be made aware that their gift will not be acknowledged as a tax deductible donation by Ascension St. Vincent's Foundation.

Cancellation Policies

- Event organizers must advise Ascension St. Vincent's Foundation of any changes or cancellations of the event.
- If circumstances warrant, Ascension St. Vincent's Foundation or any ministry of Ascension St. Vincent's may choose to opt out of being the event's beneficiary at any time with no obligation. Ascension St. Vincent's Foundation may also direct the event organizer to cancel the event if necessary with no penalty to Ascension St. Vincent's. The event organizer agrees to release Ascension St. Vincent's Foundation and all ministries of Ascension St. Vincent's from any and all liability from such actions.

What Ascension St. Vincent's Foundation Can Do

- Assign an Ascension St. Vincent's Foundation staff member to each event upon receipt of applications. This staff member will serve as the lead contact and offer event planning advice.
- List events on the Ascension St. Vincent's Foundation website and, if publication time allows, mention events in Ascension St. Vincent's internal communications.
- Provide pre-produced Ascension St. Vincent's materials for event usage.

What Ascension St. Vincent's Foundation Can't Do

- Release any mailing lists, including donor, patient, physician, volunteer, employee, or other confidential resource.
- Fund any event or reimburse for event expenses incurred. It is the responsibility of the event planner to pay for and obtain all necessary licenses or permits.
- Guarantee event promotion in Ascension St. Vincent's publications, on Ascension St. Vincent's Foundation website, or any other internal communications.
- Sell tickets prior or during any event.
- Guarantee health ministry staff presence or patient family attendance at any event.
- Offer financial services for any event. Ascension St. Vincent's Foundation can't process credit cards at any event; however, event participants can be directed to the Ascension St. Vincent's Foundation website to make secure online donations.