

SPECIAL EVENT POLICIES AND PROCEDURES

The Foundation and/or Hospital maintain the right to decline events as an important safeguard in preserving the integrity of the name and reputation of Phoenix Children's Hospital (hereinafter referred to as "PCH") and the Phoenix Children's Hospital Foundation (hereinafter referred to as "PCHF"), as well as our commitment to donors.

Upon approval of your application the event host/organization assumes all risks and liabilities associated with the event and hereby release and hold harmless PCH and PCHF entities, their directors, officers, employees, agents, and successors from and against any and all claims, damages, liabilities, costs, and expenses, including reasonable attorney's fees arising out of or in connection with the event, including without limitation any personal injuries or damages to property that may occur in conjunction with your proposal.

Neither PCH nor PCHF assume any pandemic- or virus-related risks or liabilities associated with your event. As such, it is recommended you research and comply with all CDC and other federal and state guidelines in planning and hosting your event.

It is agreed that the event host/organization will notify PCHF of any changes once the application has been approved. PCHF reserves the right to withdraw as beneficiary of the event at any time.

Use of the name Phoenix Children's Hospital/Phoenix Children's Hospital Foundation, and logos that indicate endorsement by or support of PCH/PCHF is not authorized. Approved events will receive permission to use the "Benefiting Phoenix Children's Hospital" logo.

All printed and electronic collateral, advertising or other event promotional material using the PCH Benefiting logo must be approved by PCHF in advance of production and must comply with usage and brand standards. (This includes invitations, posters, flyers, press releases, event shirt design, etc.)

In order to provide your donors with important information concerning their contribution, we ask that all promotional materials clearly state the percentage of proceeds (from gross or net proceeds) and/or portion of the ticket price that will benefit PCH or PCHF.

The event host/organization is responsible for obtaining any necessary permits or clearances required by the government. Please note, most permits/clearances require 60-day advance application.

The event organizer must obtain appropriate insurance coverage, if necessary.

In the interest of preserving existing relationships, the event host/organization agrees to submit the name of all businesses to be solicited for support, in advance of such solicitation for approval.

It is agreed that publicity for your event may not imply sponsorship of any kind by PCH and/or PCHF. Additionally Phoenix Children's Hospital may not be used in naming your event. For example, "Phoenix Children's Hospital Golf Tournament" is not acceptable. Instead, the event should be promoted as "Golf Tournament to benefit Phoenix Children's Hospital."

PCH/PCHF cannot provide funding or reimbursement for event expenses.

There must not be use of PCH patients or families, including but not limited to photographs, videos, or interviews with children and families without prior approval.

Bingo, lottery and drawings are games of chance and are considered a raffle. Raffles MUST be approved and registered by the state. Raffles are pre-approved by foundation staff and requests must be submitted 30 days prior to the event. Licenses must be applied for annually. When the license is renewed, a draft of a raffle ticket must be submitted for approval. You cannot hold a drawing *unless* you give away tickets with the registration and everyone has a fair and equal chance to win. Selling additional drawing tickets is considered a RAFFLE.

Events must comply with all federal, state and local laws governing charitable fundraising and gift reporting. All tax receipting issues must be agreed upon and documented before the PCHF approval is given. PCHF may only issue tax receipts for checks made to "Phoenix Children's Hospital" or the "Phoenix Children's Hospital Foundation". If your donors send their contributions directly to PCHF, you must inform PCHF staff of the value of any goods or services the donor received in return for the contribution. Please do not promise any kind of receipt to your donors as issuing an inappropriate receipt can jeopardize Phoenix Children's Hospital's charitable tax status.

The event organizer must seek approval from PCHF to repeat the event each succeeding year.

PCHF is authorized to have complete access to all fundraising activities. PCHF is authorized to audit such records and contracts if a question is raised about the event's proceeds at the completion of the fundraiser, or at any time prior as deemed necessary by the PCH or PCHF staff.

The event host/organization agrees that all proceeds will be mailed or delivered within 30-45 days to:

Phoenix Children's Hospital Foundation

Attention: (Your Special Events team member)

2929 East Camelback Road, Suite 122

Phoenix, AZ 85016

You agree on behalf of the organization you represent, that if the project you wish to coordinate is approved by Phoenix Children's Hospital, that you and your organization agree to abide by ALL of the Special Event Policies and Procedures set forth by PCH.

Thank you for your support of Phoenix Children's.