



**National Organization
of Vascular Anomalies**

8711-104 Six Forks Road
PMB 126
Raleigh, NC 27615
www.novanews.org
admin@mail.novanews.org

BOARD OF DIRECTORS:

John DuBiel: President
Karla Hall: Executive Director
Lillian DuBiel: Treasurer
Robert W. Hall JR.
Kaye Mock, RN
Roy Clemens

MEDICAL DIRECTOR

Denise Adams, MD,

Fund Raising Policy and Third Party Donations

Working as partners with our patients and their families contributions are given to the organization. Families have collected money through creative methods. Bake Sales, letter drives and raffles. In keeping with good fiscal practices, the Board of Directors has developed guidelines pertaining to fund-raising events sponsored by individuals or organizations to benefit The National Organization of Vascular Anomalies. We request that all individuals or organizations wishing to host a fundraising event complete a Fundraising policy agreement.

In keeping with good operating and fiscal practices, the Board of Directors has developed the following guidelines pertaining to fundraising events sponsored by individuals or organizations to benefit NOVA

- All individuals or organizations wishing to host a fundraising event must complete a Fundraising Policy Agreement before the event/events.
- A member of the NOVA Board of Directors will telephone or visit with about any questions you may have and then confirm the event within 7 days of receiving the policy agreement.
- All proceeds and a final income/expense report need to be submitted to NOVA within 30 days following the event.
- A separate Bank account in the name of NOVA cannot be opened in conjunction with any fundraising event. All Checks are to be made payable to NOVA

Please complete the following questions to assist you in planning your fundraising event.

Coordinator/Contact Person _____ Date _____

Address _____ City _____ State _____

Zip _____ Email _____ Phone _____

Fax _____ other _____

Co-sponsor of event or other responsible person _____

Contact information for Co-sponsor of fundraising activity _____



Please describe the fundraising activity you are proposing to host for NOVA. Attach additional pages if necessary.



Have you determined a date for the fundraising activity? _____

Is this a single date event or will there be multiple days for the activity? _____

Event date _____ Event time _____

Event Location _____

Will any alcohol beverages be served? _____ ** permit required _____

If yes, date obtained _____ A copy of this permit must be attached to the agreement.

Is Insurance required for this event? _____ liability _____ property

What insurance company will be used? _____

Policy Number _____

Is Admission charged? _____ If yes amount _____

Complimentary Admission given to anyone _____ whom _____

Expected Cost of event _____ Please attach a copy of a budget for the event if you have one.

Will you expect NOVA to reimburse you for expenses related to hosting the event? _____

Will you donate the expenses to NOVA as a tax deductible donation to the organization? _____

How is the event being promoted? _____

Will you sell tickets to the event/events? _____

Will you use Pay Pal? _____

What is the major source of funds being raised _____ Admission _____ Entry Fee _____ Auction
_____ donations _____ sponsor/pledges _____ sales _____ raffle, drawing, etc..

Other _____

Anticipated Income\$ _____ Anticipated Expenses\$ _____

Anticipated Net Profit\$ _____ % of Net Profit to be donated to NOVA _____ %

If less than 100% you must state the respective percentage on all promotional materials.



Will the event benefit another organization _____yes _____no

If yes please provide the name of the other organization (s) to be benefited by this event/events

If yes please attach a copy of a ticket or other promotional material highlighting donation % and organizations benefiting if applicable.

How long have you put on this type of benefit _____first year _____-years

How often will this event occur? _____annually _____single event

other_____

If required have ticket sales been cleared by local government _____

Would you like assistance from NOVA for this event?_____

Explain type of assistance needed_____

Will you require the use of the NOVA Logo_____ If yes how and when will it be used_____

Would you like your event information to be published in the newsletter, web-site, message board or media_____

Clarify_____

I understand that by agreeing to publish this information, I release NOVA from any liability due to risk of exposure._____

Do you want the money raised from this event to be restricted to a specific area of NOVA, example research grants, conferences, family assistance. Please specify._____



Please write the announcement you would like us to use in our Newsletter or on our web site. If you have a web site for the event please provide URL so we can link directly to the site.

Please provide any additional information about the fundraising proposal that you want NOVA to consider when authorizing the proposed fundraising activity.

Signature of Fundraising Coordinator

Date

Please Print Name of Fundraising Coordinator

Signature of Fundraising Co-sponsor

Date

Please Print Name of Fundraising Co-sponsor

Please return signed proposal to Karla Hall NOVA PO Box 0358 Findlay, OH 45840 admin@mail.novanews.org
Retain a copy for your records

<p>Administrative Use Only</p> <p>Date Received in office _____</p> <p>Date Reviewed by Board of Directors _____</p> <p>Changes/ Addendums _____</p> <p>_____</p>

The National Organization of Vascular Anomalies Policy Agreement and Guidelines

The NOVA Board of Directors is pleased to be selected as a beneficiary of your volunteer time and financial support through fundraising programs, projects and events. However; in order to protect you, your volunteers and NOVA we require:

1. Completion and return of this agreement form for review and consideration to conduct any event or to appeal to the public in anyway. We prefer this be submitted 30 days prior to the event date and welcome your telephone calls to discuss this event.
2. Use of the Name, NOVA, its logo or any other term implying endorsement or support of NOVA is not authorized except by the confirmed returned approval agreement.
3. There will be due diligence on your part and to assist you on our part to have no conflict with government regulations, licensing and you agree to obtain all required insurance, permits or licenses.
4. The Executive Director of NOVA must review materials prior to use or any form of commercialism.
5. We respect our families and require there be no inadvertent exploitation of children, adults or parents in connection with this event, including but not limited to photographs or video. NOVA has a consent form to be signed by individuals featured in any photos or video used for solicitation during the event. This form must be signed by the individual, parent or guardian and returned to NOVA. A copy of the photo or video must be provided to NOVA.
6. Advance approval is necessary for any reproduction of the logo or name before printing or releasing to the media.
7. You understand that NOVA assumes no responsibility for promoting the event nor will the organization cover any financial losses associated with the event.
8. The event sponsor, organizer, organization hosting the event intended to benefit NOVA agrees to indemnify, defend and hold NOVA harmless against and in respect of any and all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries and deficiencies, including interest, penalties, reasonable attorney's fees that shall be incurred or suffered by NOVA which arise, result or relate to applicants fundraising event or program, applicants performance of its agreement as specified in these guidelines and the Fundraising Event form.
9. If a professional fundraiser or promotion person is hired to coordinate the event that benefits NOVA, please notify NOVA immediately. I (we) agree to adhere to all federal, local and state laws and assure that compensation to any professional shall NOT be based on commission or percentage of monies raised.
10. The Executive Director will review your requests for NOVA assistance to ensure efficient organization productivity.
11. Additionally, I (we) agree to submit to NOVA the name of any national corporation or business solicited for support in advance to avoid any conflict of interest with sponsors and donors who may already be involved with other fundraising efforts benefiting NOVA.
12. Within 30 days of the completion of the scheduled event all net proceeds will be delivered to **NOVA 8711-104 Six Forks Road PMB 126 NC 27615.**

I (we) hereby affirm the information provided on the NOVA Third Party Fundraising Policy & Proposal and any attachments or addendums is true to the best of my (our) knowledge. I (we) understand the fundraising guidelines and agree to them in entirety.

Name (s) _____

Signature (s) _____

Date _____

NOVA has reviewed this application and signed guidelines and grants permission for this group to use its name for the specified fundraising event.

Authorized Signature _____ Date _____

Seal

Please complete a copy of this agreement for your records and return original to NOVA. If you have any questions please contact Karla Hall NOVA **PO Box 0358 Findlay, OH 45840** admin@mail.novanews.org www.novanews.org
REV 7/07