

## **Children's Miracle Network at Penn State Health Children's Hospital Community Fundraiser Guidelines**

Penn State Health Children's Hospital, a member of Children's Miracle Network (CMN) Hospitals, is the generous recipient of support from a variety of community fundraising efforts.

Community fundraising is defined as an organization, group or individual raising money on behalf of CMN through a fundraising event or campaign.

We're grateful for your interest in organizing a community fundraiser ("Fundraiser") to benefit CMN. The following guidelines must be adhered to as you execute your Fundraiser.

- All Fundraisers must be pre-registered with CMN by completing the 'Community Fundraising Agreement' and returning it by email to [CMN\\_Events@pennstatehealth.psu.edu](mailto:CMN_Events@pennstatehealth.psu.edu) a minimum of 30 days prior to the start of the Fundraiser.
- A Fundraiser must be approved by CMN prior to any promotion.
- A Fundraiser must adhere to [national](#) and [local](#) COVID-19 guidelines. CMN will not approve, nor endorse any Fundraiser that does not meet appropriate COVID-19 guidelines.
- CMN will not be involved in an activity that promotes a political party, candidate or appears to endorse a political issue(s).
- The Fundraiser cannot use CMN's tax-exempt status to apply for funding.
- CMN does not hold a 'Small Games of Chance' license. Please contact the [Pennsylvania Department of Revenue](#) to learn more about Small Games of Chance licenses and eligibility.
- CMN will not actively participate in the planning of the Fundraiser; nor can it solicit sponsorships, sell tickets or provide mailing lists of patients, donors or employees for solicitation purposes.
- The Fundraiser is responsible for all event expenses. CMN cannot incur nor pay costs for Fundraiser including using funds raised through CMNHershey.org to pay for event expenses.

- The Fundraiser is responsible for obtaining all necessary permits, including liquor permits, liability insurance, and small games of chance licenses.
- CMN, The Pennsylvania State University, nor any of its entities, will be liable for any injuries sustained by coordinators, volunteers, participants or other individuals related to the Fundraiser.
- If your Fundraiser will include individuals under the age of 18, we strongly recommend having parent/guardian participation. We also suggest any adult volunteers obtain or verify possession of the following clearances: Pennsylvania Child Abuse History Clearance and Pennsylvania State Police Criminal Record Check.
- CMN must approve any use of the Children’s Miracle Network and Penn State Health Children’s Hospital marks.
- All promotion is the responsibility of the Fundraiser and must be pre-approved by CMN. Fundraiser promotion cannot suggest that it’s being sponsored, co-sponsored or produced by CMN, The Pennsylvania State University, nor any of its entities. All promotional materials must state: ***An independent Fundraiser benefitting Children’s Miracle Network at Penn State Health Children’s Hospital.***
- Fundraiser logos may be developed, but must remain separate and distinct from the CMN and Penn State Health Children’s Hospital logos. CMN reserves the right to review Fundraiser logos in advance of use.