



Rules and Procedures

1. For purposes of these Policies and Procedures, “you” means the organization, group or individual sponsoring or holding the event. (FISHER HOUSE OF THE EMERALD COAST. INC.), “we,” “us” and “our” mean (FISHER HOUSE OF THE EMERALD COAST. INC.)
2. Events should complement the mission and image of FISHER HOUSE OF THE EMERALD COAST. INC.
3. You must obtain your own liability insurance to cover the event. FISHER HOUSE OF THE EMERALD COAST. INC. will not insure your event and requires that you obtain all insurance, including premises liability and worker’s compensation. FISHER HOUSE OF THE EMERALD COAST. INC. will not assume any legal or financial liability associated with your event, nor will we indemnify you or any party involved in your event for any damage, expense or other costs arising or in any manner related to your event. Fisher House of the Emerald Coast. Inc. and all related entities are not liable for any injuries sustained by event volunteers or participants related to your event and cannot assume any type of liability for your event.
4. You are responsible for obtaining all permits and licenses, especially those for raffles or games of chance. Because state and local governments control all charitable gaming activities, if your event includes a bingo, raffle, 50/50 draw and/or casino type games and activities, you must acquire the proper permit/license from your state or local government office and abide by all rules and regulations pertaining to such gaming activity. Fisher House of the Emerald Coast. Inc. will not take out liquor licenses for third-party events.
5. You agree that you will comply with all state and/or municipal charitable solicitations statutes and/or ordinances which may apply to your event.
6. 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 our approval is given. Fisher House of the Emerald Coast. Inc. may issue tax receipts only for checks made out to “Fisher House of the Emerald Coast. Inc.” If your donors send their contributions directly to us, you must inform us of the value of any goods or services the donor received in return for the contribution. Fisher House of the Emerald Coast. Inc. will issue tax substantiation receipts for in-kind donations or event sponsorship agreements if you provide complete information for all applicable donors.
7. Your organization cannot state or imply that it is an agent, subsidiary or partner, nor that it holds any other business relationship with Fisher House of the Emerald Coast. Inc.



8. You agree that you will not use our tax exemption in any manner or as part of the promotion of your event, nor will you represent to the public that you enjoy any tax exempt rights or privileges as a result of your role in the event (unless you have separate tax exempt status), nor will you state that any portion of the purchase price for any goods or services at the event is tax deductible for charitable purposes.
9. Fisher House of the Emerald Coast. Inc. must be notified in writing if there are any significant changes to the event once it has been approved. If circumstances warrant, Fisher House of the Emerald Coast. Inc. may at any time direct you to cancel the event or withdraw our endorsement and support of any event. You must agree to cancel the event, if so directed, and further agree to release Fisher House of the Emerald Coast. Inc. and its officers, directors, employees and volunteers from any and all liability in connection with any such action.
10. We reserve the right to observe your event.
11. Fisher House of the Emerald Coast. Inc. may receive funds from other similar promotions. Our acceptance of your application creates no exclusive rights for you.
12. If Fisher House of the Emerald Coast. Inc. is not the sole beneficiary of your event, you must tell us the other recipients and the percentage that will be given to each.
13. 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 the portion of the ticket price that will benefit Fisher House of the Emerald Coast. Inc.
14. Because Fisher House of the Emerald Coast. Inc. is not sponsoring your event, we cannot have event revenues and expenses flow through our organization's books. Only the net amount (final net proceeds from the event) should be processed by Fisher House of the Emerald Coast. Inc. Proceeds should be sent to Fisher House of the Emerald Coast. Inc. no later than 30 days following the event and should be mailed to Fisher House of the Emerald Coast. Inc. P.O. Box 2007, Eglin AFB, FL 32542.
15. You may not set up a temporary bank account in Fisher House of the Emerald Coast. Inc.'s name.
16. You may not keep any portion of the proceeds as profit or compensation for organizing the event.
17. If event expenses are greater than the money raised, you are responsible for paying those expenses. Fisher House of the Emerald Coast. Inc. will not provide funding or reimbursement of expenses.



18. Fisher House of the Emerald Coast, Inc. should receive a complete accounting of all funds collected and expenses related to the event within three weeks following the event. Because of our responsibility as the recipient of community assets, we reserve the right to inspect all event financial records if a question is raised about the event's proceeds.
19. If any type of promotion person or company is engaged to coordinate the benefit, we must be notified immediately. Compensation to promoters shall not be based on commission or percentage of monies raised. Fisher House of the Emerald Coast, Inc. will decline to participate in any fundraising event using paid solicitors to request donations or sell products by phone.
20. Fisher House of the Emerald Coast, Inc. reserves the right to refuse any contribution which is given with any restrictions as to its use or with any accompanying covenants or requirements which bind Fisher House of the Emerald Coast, Inc. as to the future use of such gift.
21. In order to better coordinate fundraising activities, we ask that you provide us with a list of targeted sponsors for your event before they are approached. Please remember that many individuals and businesses already support us and may not wish to make additional donations.
22. Events that compete or conflict with an already established or scheduled event to benefit Fisher House of the Emerald Coast, Inc. may not be approved.
23. Applications should be completed and submitted to Fisher House of the Emerald Coast, Inc. at least 30 days prior to the proposed fundraising event for best response and promotion time.
24. Approval for the event is specific to dates and times listed on your event application. If you would like to repeat the event, you must submit a new application.
25. You may not use the Fisher House of the Emerald Coast, Inc. name or logo or otherwise indicate to the public that an event is being for the benefit of Fisher House of the Emerald Coast, Inc. without the prior express written consent of an authorized representative of Fisher House of the Emerald Coast, Inc. You may not make public announcements or promote the event until you receive written approval of your third-party fundraiser application from us.
26. You may not use the Fisher House of the Emerald Coast, Inc. logo without our written approval. Our official logo should be appropriately used for your event and may not be altered in any way. Any use of the logo must adhere to established graphic standards, which we will provide.
27. Publicity for your event may not imply that the event is sponsored or co-sponsored by Fisher House of the Emerald Coast, Inc. or that we are involved as anything but the beneficiary. We may be identified only as Fisher House of the Emerald Coast, Inc. For example, you may not



call an event “The Fisher House of the Emerald Coast. Inc. Walk-a-Thon.” Your event should be promoted as “The Walk-a-Thon to benefit Fisher House of the Emerald Coast. Inc.”

28. Fisher House of the Emerald Coast. Inc. must review and approve in writing all promotional materials including, but not limited to, advertising, letters, brochures, flyers and press releases prior to production or distribution. Proposed materials should be submitted to the Administrative Director via email at director@fisherhouseemeraldcoast.org or by mail to P.O. Box 2007, Eglin AFB, FL 32542.
29. We have made a commitment to our staff, donors and volunteers that we do not sell or provide others with our volunteer, donor and staff mailing lists.
30. Fisher House of the Emerald Coast. Inc. is happy to provide brochures, pamphlets and other informational materials promoting and explaining our goals and accomplishments. Please let us know your needs in this area as soon as possible, so we can try to have sufficient quantities for your event.