



### **Third Party Fundraiser Guidelines**

Thank you for considering HIAS Pennsylvania (HIAS PA) as the beneficiary of your upcoming event! We truly appreciate your efforts to help us support the immigrant community.

Enclosed you will find guidelines on hosting a third party fundraiser. Our name and logo are our greatest assets, and in order to protect and maintain them we must be fully aware of their usage by other partners. Please help us maintain our integrity by carefully reviewing the enclosed materials and returning the application to us at least 3 weeks prior to your event. We will review and respond within three business days from the day we receive it whether we are able to participate. Please note: HIAS PA reserves the right to decline to participate in any third party fundraiser that does not align with our mission and values. There should be no use of our logo or name without express permission from our organization.

#### **Types of Third Party Fundraisers**

- A third party fundraiser is a fundraising activity by a group or individual other than HIAS PA, where proceeds or items are designated to HIAS PA as the beneficiary. It could include:
  - Hosting a fundraising event
  - Donating a percentage of sales from a business
  - In-kind donation collection drives

#### **General Policies and Procedures for Third Party Fundraiser**

- HIAS PA is a charitable nonprofit 501(c)3 tax-exempt organization that complies with federal and state requirements and generally accepted accounting practices, which are consistent with our policies and procedures regarding fundraising events.
- Third party fundraisers must comply with all applicable local, state and federal laws.
- HIAS PA is unable to solicit sponsors or attendees for your event
- HIAS PA will not provide any contacts or be involved with any planning, solicitation, or execution of your event; this includes any insurance or permitting



- The HIAS PA tax-exemption will not be extended to any third party event vendors.
- HIAS PA prohibits third party events or promotions involving the promotion or support of a political party or candidate or that appear to endorse any lobbying or political activity.
- Third party participants cannot act as representatives of HIAS PA when speaking with other parties including the media. Participants must contact HIAS PA before speaking to the media.

### Promotion and Logo Usage

- HIAS PA is not responsible for promotion of your event. However, selected pre-approved events may be co-sponsored and promoted on HIAS PA's social channels.
- Our organization should always be referred to as "HIAS Pennsylvania" or "HIAS PA" in all official and unofficial communications, verbal or written (**we are not "HIAS," which is an entirely separate organization**)
- Upon approval, HIAS PA will provide the appropriate logo in a .jpg or .eps format to the event organizer.
- The HIAS PA logo may not be altered in any way.
- HIAS PA must review and approve all promotional material prior to production or distribution, including, but not limited to, press releases, invitations, brochures, letters, and flyers.
- All third party events must be promoted or conducted in a manner to avoid the appearance that HIAS PA is endorsing any product, firm, organization, or service.
- All promotion of the event must clearly state that the event is benefitting, but not hosted by, HIAS PA; For example, a walkathon may be promoted as "Walkathon to benefit HIAS PA" but not the "HIAS PA Walkathon".
- To "tag" HIAS PA on social media, you can use:
  - [Facebook](#)
  - [Instagram](#)
  - [LinkedIn](#)
  - [YouTube](#)
  - Note: HIAS PA does not currently support Twitter/X.
- Please familiarize yourself about HIAS PA [here](#) and direct any questions you may receive to the organization.



## Financial Guidelines

- HIAS PA will not be responsible for any expenses or payments related to the event. No expenses will flow through HIAS PA
- Any donations should be made payable to: **HIAS Pennsylvania** and sent to PO Box 8688, Philadelphia, PA 19101-8688.
- Organizers are responsible for collecting names and contact information of any donors who wish to receive a receipt for a qualifying charitable donation. If payments are made to HIAS PA, a 501(c)3 organization, they may qualify as tax deductible. If payments are made to the Organizer, and the Organizer is not an IRS qualified organization, the payments will not be tax deductible for income tax purposes. Additionally: A donor must be informed that the tax deductible amount (per IRS regulations) is only the amount that is over and above what was received in goods and services. For example, if a participant pays \$200 to play in a golf outing and the cost per golfer is \$50, the tax deductible amount is \$150. Note that if hosting a Facebook or Instagram fundraiser, HIAS PA is not notified of individual donations.

## Next Steps

You can complete the Third Party Fundraiser Request form [here](#). Questions? Please contact [community@hiaspa.org](mailto:community@hiaspa.org).