|  |  |
| --- | --- |
| **POLICY TITLE: Fundraising Guidelines** | |
| **Department: Administration** | **Policy Number:** F-10-g |
| **History of Review/Revision Dates:** 9/08 | **Effective Date:** 1/12 |

PURPOSE:

To assure coordination, consistency and standardization in the support of non-profit fundraising in Penrose St. Francis Health System (PSF) facilities. Coordination includes efforts that involve Marketing/Public Relations and the PSF Foundation.

DEFINITION

*Fundraising activity—*

1. includes the promotion of a non-profit organization through the distribution of flyers, posters, or promotional giveaways;
2. the posting (hard copy of email) of printed material (flyers, posters, banners);
3. the sale of products or services;
4. the creation and implementation of special events (such as “Jeans Days, “ etc.);
5. any other activity that occurs on PSF premises or is promoted through PSF media.

PROCEDURE:

1. Associates promoting outside non-profit organizations with onsite fundraising activities is not allowed... The promotion of fundraising for profit-making entities is strictly prohibited.
2. On site fundraising activity requires advance coordination and approval of the Director of Marketing and Communications.
3. If approved, such activity must be coordinated with the Marketing/Public Relations Department, which will represent the Penrose-St. Francis Foundation in approving the timing and plan by which the activity is to be carried out.

**POLICY VIOLATION**

Any Centura associate who fails to abide by this policy may be subject to disciplinary action, including termination.

|  |  |
| --- | --- |
| **Approval Body**: Interdisciplinary Practice Committee | **Signature/Date: Katherine D McCord, RN 1/11/12** |
| **Secondary Approval Body:** Administration | **Signature/Date: Jeff Oram Smith, MD 1/12/12** |

Last review facilitated by Kelli Saucerman, RN Director of Patient Safety