



Approved: Board of Directors – 11/21-22, 2003
Revised: Board of Director – 11/4/06

FUNDRAISING ACTIVITIES INDEPENDENTLY INITIATED ON BEHALF OF AAD/A PROGRAMS POLICY

The Academy deeply appreciates the effort made by individuals and organizations that fundraise on behalf of Academy programs and activities. It is because of this support, both financially and in volunteer hours, that the Academy is able to provide these important programs and activities.

Following are guidelines that were established to facilitate fundraising activities on behalf of AAD/A programs and activities:

Individuals and organizations requesting approval to conduct a fundraising activity or event on behalf of an Academy program must submit a written request to the Academy at least 60 days in advance of the proposed activity/event date. The request must include:

- Name of the individual or organization responsible for initiating the activity;
- Identification of the Academy program or project that proceeds will support;
- A description of the fundraising activity;
- Affirmation that all contributions will be forwarded to the Academy and that no expenses have been or will be charged to contributors;
- Date and location of the fundraising activity or event;
- A description of the audience targeted for participation; and
- Complete contact person information.

Requests will be reviewed by the Development Committee and /or the Secretary Treasurer, and the applicant will receive written notification of approval or denial of the request. Requests will be acknowledged within 30 days of receipt and final notification is contingent upon completeness of the request and scheduled meetings for review of proposals.

Individuals and outside organizations are prohibited from using the Academy logo or any Academy program logo without the prior written consent of the Academy. Any materials that use the name of the Academy or reference a program or project of the Academy must be reviewed by the Academy and approved in writing prior to distribution. The Academy assumes no liability that may arise from fundraising activities independently initiated on behalf of AAD/A programs.

Members and outside organizations are prohibited from soliciting the Academy's industry partners on behalf of the Academy. This includes all

pharmaceuticals, equipment, and medical practice service companies that exhibit or have exhibited at the Annual or ACADEMY Meeting.

Requests for fundraising will not be approved if there is a conflict with an Academy-scheduled activity or event, such as the Annual Meeting.

Individuals or organizations conducting fundraising activities/events must agree to cooperate fully with Academy cash management procedures. Organizers should encourage donations in the form of checks. The Academy will provide "payable to" wording for the checks and a remittance address. The Academy will also provide procedures for processing cash donations. All contributions must be forwarded to the Academy within 7 days of receipt.

The Academy will acknowledge all contributions, individual or organizational, in accordance with Academy and IRS guidelines, send thank you letters to each donor for whom contact information is provided by the organizer, and may offer other recognition as is appropriate. In order to accomplish this, the following procedures apply:

- Names, addresses and amounts of those contributing should be forwarded to the Academy within 7 days.
- Names and addresses of individual volunteers or outside organizations involved in the fundraising activity should be forwarded to the Academy.
- Verification for in-kind contributions, including description of contribution with name and address of donor, should be submitted to the Academy. The value of in-kind contributions will be documented according to IRS regulations.