

# Fund Raising Policy

Hoosier Burn Camp appreciates your interest in sponsoring a fund raising event on our behalf, and requests that you read and comply with the following guidelines:

1. A Fund Raising Request Form must be completed prior to publicizing the event, preferably during the planning stages. This may be accomplished by e-mail, mail or fax.
2. Following submittal, the Request Form must be approved.
3. You will be asked the type and quantity of support material you will need for your event.
4. HBC Representation: The HBC Board of Directors is, like the membership, made up of volunteers. If needed, we will make every effort to participate in the planning and execution of fundraising events. Please do understand, however, that due to smaller personnel we could be potentially limited with the level of planning and/or execution of your fund raising event. Every effort will be made, and we of course will provide support materials as well as an HBC representative at the actual event if available.
5. If funds you are raising are obtained through a telemarketing campaign, approval for sanction by Hoosier Burn Camp will not be forthcoming. (See *Special Note* below.)
6. The use of the name Hoosier Burn Camp, or our Logo, for solicitation purposes, is strictly prohibited unless prior permission, through Request Form, has been obtained.

## *Special Note:*

Hoosier Burn Camp at no time participates in telemarketing types of fundraising. If your department, organization, or residents in your community receive a call soliciting funds on behalf of Hoosier Burn Camp, please:

- A. Ask telemarketer to provide you with their registration number issued by the Attorney General's Office.
- B. Ask for information via mail.
- C. Ask for a number you could call back.
- D. Immediately contact the Hoosier Burn Camp office at 765-567-0115.
- E. DO NOT GIVE A DONATION!