



Community fundraisers should complement the mission and image of PROJECT 375. All potential fundraising coordinators must complete and submit the Community Fundraiser Proposal to PROJECT 375 for approval in advance. As a Community Fundraiser Coordinator, I am committed to:

- ✓ Holding myself to the highest possible standard of conduct reflective of the work that I do, always striving to avoid even the appearance of impropriety. Including respecting and complying with all applicable laws and regulations. Avoiding all “conflict of interest” relationships with board members, staff, suppliers, those we serve, and other organizations with whom I deal, unless disclosed and approved.
- ✓ Addressing all ethical concerns, I understand I am expected to report any suspicious or illegal activity.
- ✓ Avoid profane and abusive language and disruptive behavior that is dangerous to self and others. Not preach to anyone or pressure anyone to accept my political, cultural, or religious beliefs
- ✓ Respecting all confidential information. Ambassadors are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a fundraiser, whether this information involves a single staff, ambassador, client or other person.
- ✓ The organization and execution of the fundraiser/event is the responsibility of the fundraising coordinator. The fundraising coordinator must obtain any necessary permits, licenses, or insurance.
- ✓ All event-related publicity in which PROJECT 375’s logos and names are used in print, broadcast and online must be in accordance with the established brand identity guidelines and approved by the Foundation before distribution to the public. For legal reasons, PROJECT 375 may only be identified as the beneficiary of the event. For example, your fundraiser cannot be called “PROJECT 375’s Dance Marathon.” Rather, the fundraiser should be promoted as “Dance Marathon to benefit PROJECT 375.”



- ✓ Fundraising coordinators are allowed to use the PROJECT 375 logos prior to and 30 days after the event. After 30 days, the logo must be removed from all
- ✓ materials.

- ✓ The public should be informed regarding any net amounts that will be donated to PROJECT 375. If the foundation is not receiving all of the event proceeds, then the exact percentage that benefits the foundation must be stated clearly on all event materials.

- ✓ All checks from the event proceeds must be made out to PROJECT 375, Inc. Checks made payable to us must be processed by foundation staff and not by any external banks or financial institutions.

- ✓ Event proceeds must be submitted to PROJECT 375 with 30 days of the event.

Ambassador Signature

Date

