



International Medical Health Organization I.M.H.O.

A non-political, not-for-profit, humanitarian organization

A 501(C)(3) registered charity in USA

I.M.H.O. FUNDRAISING GUIDELINES

IMHO is an organization that relies on the generosity of our private donors as our main source of income. As such, we are very grateful to all who support us in our many efforts and encourage such support. However, there are important guidelines that must be adhered to in order for IMHO to meet its legal and fiscal responsibilities. IMHO wishes to make the following disclaimer:

**The International Medical Health Organization (IMHO), including all subsequent domestic and international chapters, reserves the right to do a background check on any and all donors to the organization (be they individual, corporate, organizational, foundation, or other) and refuse any donation for any reason it deems appropriate.*

IMHO encourages your support and enthusiasm in coordinating and implementing fundraising events on our behalf or for specific projects sponsored by our organization. Given our limited capacity to be directly involved in any event or fundraiser done on behalf of IMHO, we have outlined two types of support that IMHO is able to give in order to meet the particular needs of your fundraising event. These are an “official sponsorship” and a “beneficiary/recipient agreement”.

1. OFFICIAL SPONSORSHIP: Under an official sponsorship, IMHO agrees to serve as “official sponsor” of the event. For all agreements of this nature, the following guidelines apply:

1. All parties involved agree to keep this event strictly non-political and focused on the humanitarian needs of the people affected. No political speech, symbols, literature, or other politically-motivated avenues may be used at this event.
2. Both parties agree that no speakers not on the agenda will be allowed to speak at the event or to use the event as a forum for their own private purposes. The general content and outline of all speeches, presentations, or any other outreach must be shared with and approved by IMHO well in advance.
 - a. IMHO agrees to send a representative of the organization to present or otherwise represent IMHO at the event, if requested by the event organizers well in advance.
3. All proceeds from the event will be given to IMHO to be used at the organization’s discretion either generally or for a specific project, as requested by the event organizers.

Federal Tax ID Number: 59-3779465
2381 Hylan Blvd, Suite 13B, Staten Island, NY 10306, USA.
www.TheIMHO.org
Tel: 718-667 3535; Fax: 718-667 3536
Email: contact@theimho.org



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4. The IMHO reserves the right to remove itself as the official charitable sponsor and beneficiary of the proceeds of the fundraiser, if any decision is made or action taken that would contradict the organization's mission, goals, or general practices.

5. The Organizers agree to work closely with the IMHO Board of Directors and staff in planning and implementing the fundraiser in all stages. Both parties agree to keep each other well-informed of all efforts and progress made, and agree to make mutually agreed upon decisions regarding the event.

6. IMHO will provide displays, banners, brochures, reports, or other promotional materials as requested by the event organizers, according to the specific requests of the particular event organizers.

7. With regards to tax receipts, IMHO will provide a tax receipt to the sponsoring organization, group, or individual hosting the event, if requested. In the case that individual donors at the event wish to receive a tax receipt, it is the responsibility of the event organizers themselves to prepare a list of all donors, their addresses, date each donation was given, type of each donation given (check, cash, other), and amount of each donation. Please see the attached record sheet for the correct format to be used at your event. It is then the responsibility of the event organizers to hand this information, along with all corresponding checks or other donations, to IMHO.

a. As already stipulated, the International Medical Health Organization (IMHO), including all subsequent domestic and international chapters, reserves the right to do a background check on any and all donors to the organization (*be they individual, corporate, organizational, foundation, or other*) and refuse any donation for any reason it deems appropriate.

b. When an event entrance fee is charged, no tax receipts will be provided for money collected for this purpose. Tax receipts will only be provided for pure donations to the organization.

8. The event organizers agree to work closely with the IMHO on all legal and financial matters in order to provide complete accountability and transparency, recognizing that the IMHO is a 501(c)(3) nonprofit charitable organization held to strict tax accounting laws. Complete and accurate financial records, including quotations and receipts when necessary, will be kept throughout the planning and implementation stages and provided by the event organizers to the IMHO upon completion of the event.

2. BENEFICIARY/RECIPIENT AGREEMENT: Under this type of agreement, IMHO does not serve as an official sponsor of the fundraising event. Rather, events of this nature are done

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independently of IMHO, although the organization itself is the intended beneficiary. For all agreements of this nature, the following specifics apply:

1. IMHO can provide brochures, reports, or other promotional materials as requested by the event organizers, as all such information is publicly available on our website (www.TheIMHO.org). The actual presentation and distribution of this information is up to the event organizers themselves.
2. All event planning, implementing, and accounting is the responsibility of the event organizers; IMHO assumes no role in any of these aspects.
3. With regards to tax receipts, IMHO agrees to provide a tax receipt to the sponsoring organization, group, or individual hosting the event, if requested. Individual tax receipts will not be provided. If individual donors wish to obtain a tax receipt from IMHO for their donation, they should send their donation directly to IMHO. Donations may be mailed to: IMHO Treasurer, PO Box 61265, Staten Island, New York, 10306. Online donations are also accepted via our website (www.TheIMHO.org). For recurring donations and direct debit, please reference the "Donation" section of our website.
4. It is the responsibility of the event organizers to collect all checks and donations, and hand everything over to the IMHO Treasurer.
5. The event organizers may not claim IMHO as an "official sponsor". In the event that such a claim is made falsely, written clarification by the event organizers must be disseminated to all event attendees and supporters. If written clarification is not given, the donation is likely to be rejected or returned. Any event speaker who speaks about IMHO or its activities does so in an unofficial capacity. As such, IMHO does not accept responsibility for the content of any such speeches or presentations.

In addition to these guidelines outlined above, you are free and encouraged to discuss the specifics of your event with the IMHO team well in advance of the actual event. Any questions or issues you may have, or clarifications you may need, should be directed to the IMHO Programs Coordinator at coordinator@theimho.org.

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