



Communications Policy, Guidelines and Procedures Third-Party Fundraising and Event Guidelines

Thank you for choosing to support Angkor Hospital for Children through your fundraising activities!

Angkor Hospital for Children relies 100% on fundraising and donors to ensure the hospital can function effectively and continue to conduct more than 180,000 treatments each year and so, a huge thank you for your interest in fundraising on behalf of Angkor Hospital for Children.

Before embarking on any fundraising activities or events on behalf of AHC please ensure to read this policy and complete the Application Form.

Completed applications should be sent to events@angkorhospital.org for review before any activities take place.

For ideas and guidance on how to maximise your fundraising efforts, please refer to our Fundraising Pack, which can be downloaded via our website, or requested by email from events@angkorhospital.org.

Description:	This policy describes the guidelines for all fundraising activities and events to provide full transparency for third-party fundraising and event from all donors and supporters
Policy for:	All Angkor Hospital for Children staff and third parties fundraising on behalf of Angkor Hospital for Children
Responsibility:	Policy Committee
Pages:	3 pages

Policy Statement:

Angkor Hospital for Children strives to provide full transparency for all donors and supporters and therefore request that any and all parties fundraising on our behalf follow the below fundraising and event guidelines.

Although we have limited resources we strive to advise and assist your fundraising activities and events where possible. Should you require any more information please contact us by email at events@angkorhospital.org.

Angkor Hospital for Children reviews all fundraising activities to ensure the credibility of our organisation and will take necessary action in cases where the policy is not followed.



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Guidelines:

1. Promotion and Logo Usage:

You may request an electronic copy of the Angkor Hospital for Children logo which can be used freely in the promotion and execution of your pre-approved event, however please note that due to limited resources Angkor Hospital for Children is normally unable to provide design support for your event or fundraising activities.

Use of T-Shirts that feature the Angkor Hospital for Children logo must be approved prior to any fundraising activities or events, especially in the case where donations are being solicited through community fundraising.

Angkor Hospital for Children may choose not to be involved with events that endorse products, firms, organisations or individuals at our discretion.

Upon request, Angkor Hospital for Children can provide social media exposure, promotion and support for your fundraising event. Please request this approx. one month in advance and note that this is subject to approval from the Angkor Hospital for Children Communications Manager.

2. Collateral and Communications:

Invitations, press releases, brochures and other written communication should be approved by Angkor Hospital for Children before being published for print, mobile or online media. If you are publishing in more than one language (i.e. English and Khmer) wording in both/all languages should be submitted. Please submit requests for approval one month in advance.

Please note that some images found online may not fit the criteria of our current Communications and Privacy policies, therefore should you wish to use images of patients or the hospital in your collateral and communications you must request current pre-approved imagery from Angkor Hospital for Children's Communications Manager via events@angkorhospital.org.

Imagery that shows children in a state of undress, pain or undergoing graphic medical procedures are prohibited and must not be used under any circumstance.

3. Media:

Angkor Hospital for Children would kindly request the opportunity to approve all press and media coverage that features or involves the hospital for events and fundraising prior to the date. Please submit all requests for approval one month in advance of any deadlines.

4. Finance and Transparency:

Angkor Hospital for Children requires a certain amount of information regarding the management of funds raised in order to ensure transparency for all donors and supporters.



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All information regarding fundraising projections and the transparency of funds must be provided as part of the application form, and approved by Angkor Hospital for Children prior to commencing any fundraising activities of any kind.

5. Miscellaneous:

Angkor Hospital for Children does not normally solicit sponsors for your event and will not provide access to mailing lists or contact information of supporters or volunteers.

Should you wish for representatives from Angkor Hospital for Children to attend, or speak at your events please provide details of your request, approx. one month in advance of the event to events@angkorhospital.org.

6. Prohibited Events:

Please note that the following fundraising activities for the benefit of Angkor Hospital for Children are prohibited:

- Events involving the promotion or support of a political party or candidate, or those which appear to endorse any form of political activity
 - Please note that AHC must be notified of any political figures or government officials that attend or speak at your event. In this case, AHC kindly request that a member of Hospital Senior Management is also in attendance
- Activities involving the promotion of tobacco or cigarettes

Please also note that events using Angkor Hospital to endorse (or seeming to endorse) products, firms, organisations or individuals will be reviewed and approved at the hospital's discretion.

At any time, Angkor Hospital for Children may ask you to comply with this policy. In the case of failure to comply, Angkor Hospital for Children may cancel your event and/or withdraw any and all use of Angkor Hospital for Children's name in association with your event. Such direction may occur for any reason, including the belief that association with your fundraising activities/event or any consequence as a result of your fundraising activities/event may have a negative impact on the mission, credibility or reputation of Angkor Hospital for Children.

******This policy is effective from the 20 April 2017 and has been approved by the Angkor Hospital for Children Policy Committee.

******Please refer to the Angkor Hospital for Children website to ensure you are referring to the most recent copy of the Third Party Fundraising and Events Policy.

******Should you have any questions or queries, please contact events@angkorhospital.org prior to conducting any fundraising activities.