



Friends of  
Colorado Hospitals

## QUICK REFERENCE GUIDE

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DON'T

### for 2016 Hospital Fundraising Efforts to Support Friends of Colorado Hospitals

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| <input checked="" type="checkbox"/> Sign and submit the AHA prior authorization form to <a href="mailto:aly.schmidt@cha.com">aly.schmidt@cha.com</a> or fax to 720.489.9400 BEFORE soliciting eligible staff (if participating in AHAPAC)  | <input checked="" type="checkbox"/> Solicit contributions to the Friends campaign BEFORE you have signed and submitted the AHA prior authorization form to <a href="mailto:aly.schmidt@cha.com">aly.schmidt@cha.com</a>  |
| <input checked="" type="checkbox"/> Make a personal leadership level contribution to the Friends campaign  | <input checked="" type="checkbox"/> Contribute to the Friends campaign directly from a hospital account UNLESS your hospital/system is a for-profit organization. Nonprofit organizations are prohibited by the Internal Revenue Code from writing a check from a charitable organization's account to a candidate, a candidate's committee, a political action committee or a political party |
| <input checked="" type="checkbox"/> Write solicitations on your personal stationery  |  |
| <input checked="" type="checkbox"/> Inform eligible staff that contributions may be made via credit card on CHA's secure website ( <a href="http://www.cha.com">www.cha.com</a> )  |  |
| <input checked="" type="checkbox"/> Ask salaried executive, managerial, administrative staff, medical staff and hospital/health system trustees to make personal contributions to the Friends campaign   | <input checked="" type="checkbox"/> Use your nonprofit institution bonds or other resources to underwrite fundraising mailings or activities   |
| <input checked="" type="checkbox"/> Have all solicitations come from you or your designated representative(s)  | <input checked="" type="checkbox"/> Suggest or imply that you are acting on behalf of a nonprofit hospital or health system when soliciting contributions for the Friends campaign   |
| <input checked="" type="checkbox"/> Solicit Friends campaign contributions during lunch gatherings, official meeting breaks or after-work hours  | <input checked="" type="checkbox"/> Include a Friends solicitation as a regular agenda item for official staff meetings  |
| <input checked="" type="checkbox"/> Discuss participation in the Friends campaign before or after hospital board meetings or during an official break in the meeting   | <input checked="" type="checkbox"/> Include hospital board participation in the Friends campaign as part of the official board meeting agenda  |
| <input checked="" type="checkbox"/> Engage employees to assist voluntarily with solicitation efforts   | <input checked="" type="checkbox"/> Engage employees to assist with solicitation efforts as part of their formal job responsibilities  |
| <input checked="" type="checkbox"/> Communicate clearly to every individual being solicited for campaign contributions that all contributions are voluntary and that any amount given (or the decision not to give) will not affect job status, performance review, compensation or employment (also mentioned in the campaign brochure accessible at <a href="http://www.cha.com">www.cha.com</a> ) |  |
| <input checked="" type="checkbox"/> Contact CHA staff for additional campaign brochures  |  |

*This Colorado Hospital Association (CHA) quick reference should not be construed as legal advice on specific factual questions. Organizations that plan to engage in political activities discussed in this guide may wish to consult legal counsel for specific advice.*