



3160 Southgate Commerce Blvd. • Suite 50 • Orlando, FL 32806

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## **Community Fundraising Event FAQs**

Established in 2008, The International Hip Dysplasia Institute (IHDI) is a Non-Profit Research Foundation, and It is our mission to reduce the physical, social, and economic burden for children and adults affected by neonatal hip instability and developmental dysplasia of the hip (DDH) globally. The International Hip Dysplasia Institute is supported by the Arnold Palmer Medical Center Foundation in Orlando, Florida with major sponsorship from Dan Whitney (“Larry the Cable Guy”), and his wife, Cara. With this combined effort, we have joined forces with several noted medical centers around the World to promote prevention, diagnosis, and treatment of hip dysplasia, in addition to providing education and advocacy. As of 2020, more than 30 scientific publications with significant findings have been completed by the IHDI Founding physicians.

The IHDI has also supported formation of the first International Congress on Hip Dysplasia and has supported formation of a focused Research Interest Group within the Orthopedic Research Society. International symposia have been sponsored to focus on hip dysplasia for physician education and promotion of new methods. Advocacy efforts have resulted in addition of incorrect swaddling to the list of risk factors for DDH recognized by the American Academy of Pediatrics and other organizations. Standardized teaching methods and materials have been developed and distributed to medical education programs around the World. Standardized, validated educational modules have been developed to teach initial non-surgical treatment methods that can be applied by orthopedic surgeons or primary care physicians. Numerous additional projects have been completed or are underway to decrease the burden of hip dysplasia individually and globally. Additional information can be found at [ww.hipdysplasia.org](http://ww.hipdysplasia.org). The International Hip Dysplasia Institute (IHDI) is committed to partnering with caring individuals, foundations, and organizations to raise crucial funding that helps support our Institute as an international resource for patients.

### **1) When will I know if my fundraiser is approved?**

Most of our community fundraising activities are approved within 7-10 days of receiving the application. Please make sure to fill out all the fields on the application to help expedite the process. We can't endorse fundraisers that don't fit with our mission, such as fundraisers sponsored by alcohol and tobacco groups.

### **2) Can I use The International Hip Dysplasia Institute brand name or logos?**

Once your fundraiser is approved, we will provide you with the appropriate logo for your marketing materials. We must review everything with our name and logo before it's printed or distributed. This includes the use of logos on your event website or your company's website.

### **3) Can someone from the IHDI help me run my event?**

Our team will be able to provide guidance, but we aren't able to manage your event for you. We strongly encourage formation of a committee. They will play an important role in providing support during your planning and throughout your event.

### **4) Can someone from the IHDI attend and/or speak at my event?**

We welcome the opportunity to participate in approved events programs when possible. However, because of the large demand on clinical and support staff time, we can't guarantee attendance of physicians, staff, or volunteers at your fundraiser.

### **5) What type of promotional materials can the Foundation provide for my event?**

Because of frequent requests and budget constraints we cannot promise any materials. We will try our best to accommodate each request.

### **6) Can I use the IHDI's 501c3 federal tax identification number?**

We aren't able to provide our federal tax ID directly to our coordinators for purchases. However, if a business makes a donation to your event and they require proof of our tax-exempt status, we can supply this directly to them.



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**7) Do I need to create a 501c3 (non-profit) organization to host a fundraiser for the IHDI?**

No, anyone can host a fundraiser with our approval. If you are currently with an organization that claims 501c3 status and people make donations payable to your organization, we cannot provide them a charitable tax receipt.

**8) Can the IHDI issue tax receipts to my donors?**

Yes. We will issue IRS compliant charitable tax receipts to the full extent of the law only if the donation is made payable **directly** to Orlando Health Foundation along with detailed contact information for the donor. There are complex regulations around the distribution of charitable tax receipts. This includes donations of money, in-kind items and services. Issuing an inappropriate receipt can put our charitable tax status in jeopardy so please **do not promise** any kind of receipts without written approval from the IHDI.

**9) How do I pay myself back for expenses I've incurred?**

We recognize that some coordinators need funds to run an event and pay expenses. However, we cannot fund or financially support community fundraisers. Coordinators are responsible for covering all expenses and will not be reimbursed by our organization. For these reasons, as you start to collect money you will want to keep some funds on hand to help pay your expenses. We recommend you open a non-interest-bearing account at a local bank. In your planning process, make sure to develop a budget reflecting the type of event you are having, and the many costs related to the event. After the fundraiser is complete, please send us one check, **within 30 days** of your event, representing the net revenue of the fundraiser after your expenses have been paid in full.

**10) Are there any guidelines around sponsorships and in-kind donations?**

Yes. Having a sponsor is a great way to offset the costs of your fundraiser. Over the years, we have developed relationships with vendors in our community and we need to take great care to foster these relationships. To avoid duplicate solicitations, we ask that you notify us before asking a business or company for any kind of donation, cash or in-kind. If you are not with an organization that claims 501c3 status, please do not promise a charitable tax receipt.

**11) Does the IHDI provide event insurance?**

Because we are the beneficiary and have no direct involvement with running the fundraiser, we do not provide event insurance. The fundraising coordinator is responsible for obtaining any required permits and certificates of insurance.

**12) Does the IHDI accept physical donations?**

We continue to be recipients of Pavlik harnesses in order enhance the teaching boxes we send overseas, but for the safety of our staff, donations must be reviewed and approved prior to acceptance.