



CAMP DEL CORAZON

A non-profit organization providing year-round opportunities for children with heart disease.

Community Ambassador Event Guidelines

www.campdelcorazon.org | 818-754-0312

A Community Ambassador is a person or organization not directly affiliated with the Camp del Corazon who fundraises through various channels to benefit Camp del Corazon.

For Community Ambassador Events, the organization does not claim responsibility for event costs and expenses incurred, including but not limited to the safe and lawful conduct of the Event and ensuring that the Event is conducted in a professional manner benefiting the parties' respective public images.

These guidelines are intended to provide you with a better understanding of our Community Ambassador event procedures. We are so grateful for your help in serving the amazing kids and families of CdC!

We DO:	We do NOT:
<ul style="list-style-type: none"> Once approved, Camp del Corazon will authorize the Organizer to use Camp del Corazon's name and logo to promote the event. 	<ul style="list-style-type: none"> Approve any promotional materials that do not clearly disclose the specific percentage or amount of proceeds being donated to the organization. We do not support fundraisers that involve controversial subject matter that can be contrary to our mission.
<ul style="list-style-type: none"> We will send information about Camp del Corazon and our organization. <ul style="list-style-type: none"> Please provide a non-P.O. Box mailing address and anticipated number of attendees. We will draft letters of support for event producers to utilize when asking their community for support and sponsorship. 	<ul style="list-style-type: none"> Provide event insurance. Each Community Ambassador will be required to obtain insurance to cover their event if it is deemed necessary. Sign vendor contracts or provide tax identification number for discounted space or donated space. We do not obtain permits for event producers.
<ul style="list-style-type: none"> We will include the Event on our calendar of upcoming events on our website 	<ul style="list-style-type: none"> Share mailing list of donors. We do not promote the event. Approve of events that do not complement the mission, image and core values of Camp del Corazon.
<ul style="list-style-type: none"> CdC may provide materials and staff an informational table. We also may serve as a guest speaker or represent the organization for a check presentation. 	<ul style="list-style-type: none"> Guarantee volunteers at the event.
<ul style="list-style-type: none"> We will only provide our 501(c)3 tax ID number or acknowledge individuals that submit donations, excluding any event fees that are written directly to Camp del Corazon. 	<ul style="list-style-type: none"> Offer funding or reimbursement for expenses. Solicit for sponsors, cash or in-kind donations. We do not acknowledge in-kind donations.

To begin the event process, complete the application and e-mail it to kristina@campdelcorazon.org. Applications should be submitted no less than 30 days prior to your event.

Camp del Corazon follows the Better Business Bureau Standards for Charity Accountability and asks that Community Ambassadors do not spend more than 35% of monies collected on event expenses.

Camp del Corazon is a registered 501(c)3 nonprofit organization that provides year-round experiential opportunities for children faced with the challenges of growing up and living with heart disease. We provide a residential summer camp experience for children ages 7-17 as well as programs that offer opportunities for growth, education and support for children, young adults and the families who are living with heart disease.