



POLICY: Internal Groups Fundraising

<i>Original Implementation Date:</i>	08/2020	<i>Date Reviewed/ Revised:</i>		<i>Area of Responsibility:</i>	Foundation	<i>Version:</i>	1
--------------------------------------	---------	--------------------------------	--	--------------------------------	------------	-----------------	---

Policy: To define the process for internal fundraising activities across Sun Health so that donors have a consistent message and perception of our priorities and to prevent a conflict with the fundraising priorities of the Sun Health Foundation (“the Foundation”).

Purpose: Sun Health Foundation is a public charity organized under section 501(c)(3) tax exempt organization which invites and accepts charitable gifts to support current and future needs of Sun Health, related facilities, and programs.

Sun Health Foundation raises and distributes philanthropic support for Sun Health facilities and programs, and Banner Del E. Webb and Boswell Medical Centers. To promote a collaborative culture of philanthropy, team members are strongly encouraged to consider making the Foundation the beneficiary of fundraising efforts. Team members are also encouraged to volunteer their time for community organizations. From time to time, Sun Health team members may wish to conduct fundraising activities at Sun Health facilities for other nonprofit organizations.

Team members should work with their leaders to notify the Chief Philanthropy Officer before conducting fundraising activities for the benefit of the Foundation or other organizations. This advanced notice will allow the Foundation to ensure appropriate adherence to Sun Health fundraising policies and procedures. Violations of policy may have detrimental impact on Sun Health and therefore should be avoided wherever possible.

Internal fundraising efforts that involve Sun Health Foundation include the following:

1. Sun Health Involvement Never Ends (SHINE) Committee – raises funds from team members and residents for nonprofit organizations; funds are run through the Foundation. Currently, the Chief Strategy Officer is the primary contact. It is recommended that a representative of the Foundation participate as a member of the SHINE Committee, and that the Committee produces an annual calendar of their activities.
2. Sun Health Residents’ Scholarships – Residents of the three communities raise and manage scholarship funds, which are run through the Foundation. Charter Guidelines have been approved and the Vice President of Operations for Senior Living is the primary contact.
3. Better Together – funds raised in the annual employee giving campaign have been designated for the Generosity for Generations campaign as well as the Employee Association Fund.
 - Employee Association Fund – process managed by the Sun Health Employee Association, this fund aids team members in need, following guidelines established by the Oversight Committee.

Other internal fundraising efforts that do not involve Sun Health Foundation are:

1. Sun Health Communities’ Spiritual Committees – Gifts are mostly in-kind donations of food baskets, clothing and other items to help people in need. The Vice President of Operations and the Community’s spiritual team manage these efforts.

POLICY: Internal Groups Fundraising

2. Employee Appreciation – since residents are not allowed to give tips to team members, they may contribute to the employee appreciation fund which is managed by the communities' executive directors and the Sun Health Finance department.

In-kind Gifts or Cash Donations to Sun Health

In-kind gifts or cash donations from organizations or individuals received by anyone at Sun Health, including the communities, must be documented through the Foundation for centralized record keeping. The Foundation will issue a tax acknowledgement letter to the donor.