



SCHOOL OF MEDICINE

DEPARTMENT OF OBSTETRICS & GYNECOLOGY

Title: Fundraising Guidelines	Guidelines
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SCOPE/APPLICABILITY:

Applies to all employees in OB-GYN including medical students, residents, fellows, faculty, staff and retirees.

PURPOSE:

To outline the guidelines for fundraising for OB-GYN funds/indices.

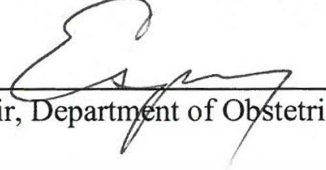
GUIDELINES:

- Any employee-initiated or sponsored fundraiser must be approved by the Department.
 - Employees wishing to fundraise should contact the Department Administrator to review plans and obtain approval.
- Fundraising efforts may not include alcohol sales as part of the money raised.
- Communication regarding how funds are used or distributed, including information regarding current or previous patients/recipients is subject to HIPAA and FERPA regulations, as applicable.
- All funds received must be deposited through the UNM Foundation.
- Money will be disbursed per the guidelines for each fund. Fundraisers should review these guidelines prior to initiating an event.
- Support from funds is available to all those who qualify per the scope of the fund. Money generated from fundraising events cannot be promised or guaranteed to specific patients or recipients.
- Non-OBGYN employees or other outside individuals or businesses must follow these guidelines if fundraising for an OB-GYN fund/index.

APPROVAL

Prepared by: Administration _____

Approved by: Exec Committee _____

Approval:  _____
 Chair, Department of Obstetrics & Gynecology

6/21/2019
 Date

