

USE OF ISPHF AUTHORITY

I. PURPOSE

The purpose of this policy is to establish the procedures to be followed by Illinois State Police units and personnel, and other third-party organizations and individuals, who wish to use the ISPHF to receive and release funds on their behalf for charitable, educational, and other events, programs, merchandise, and fundraising activities which are aligned with the bylaws, mission, goals, and objectives of the ISPHF.

II. POLICY

It is the policy of the ISPHF to assist the Illinois State Police and its employees, and members of the various affiliated organizations in support of preserving and presenting the history, evolution, and development of the Illinois State Police, and honoring the officers and supporting the families of those who have been seriously injured, lost their lives, or faced devastating financial loss, in the service of the state.

III. PROCEDURES

- A. Initial contact may be made to any ISPHF board member in advance of the activity.
- B. The board member will direct the party to prepare a written request which will be presented to the ISPHF board. Such request will include a primary point-of-contact, contact information, a description of what is being requested, why, and how it will be used, along with any other pertinent details to assist the board in deciding.
- C. Third parties may appear before the board in addition to their written request for permission to respond to questions and provide additional detail.
- D. Upon deciding, the board will contact the party and relay their decision in writing along with any pertinent guidelines such as described in the procedures which follow.
- E. The Treasurer will establish an account, if applicable, and periodically provide an accounting of revenue and expenses associated with the account to the board. Upon conclusion of the activity and notification by the third party, the account will be closed.
- F. The ISPHF website and digital media will reflect information about the activity to help support and promote it until such time as the activity is concluded or upon notification by the third party of its termination.
- G. Information will be provided to the third party about vendors used by the ISPHF. Utilization of such vendors are not required but may prove helpful regarding economical items to sell for fundraising as well as knowledge of and experience

with procedures for ordering, filling orders, shipping and distribution, billing and overall customer service.

- H. Information will be provided to the third-party regarding raffles directing them to contact the applicable county and/or municipality about raffle licensing and rules or ordinances. Raffles organized by a law enforcement agency or a statewide association that represents law enforcement officials must only be licensed by the governing body of the county or municipality in which the key location for that raffle is located, even if raffle tickets are sold beyond the borders of that governing body of the county or municipality. (P.A. 101-0360)
- I. Checks collected by the third party will be made payable to "ISPHF" with a notation as to the applicable fund. For example, Trooper X Memorial Fund.
- J. It is the responsibility of the third party to identify the nature of the revenue collected for purposes of accounting and auditing. For example, funds collected for benefit dinner or money collected for t-shirt fundraising.
- K. The third party will contact the ISPHF board upon conclusion of the event or when the account is no longer necessary.

IV. GENERAL INFORMATION

- A. Approval by the board allows the requestor the use of the ISPHF logo and statement, "This event has been approved by the ISPHF" on advertising and marketing materials. Such approval will be given in writing and is applicable for the duration of the event.
- B. Activities must not conflict with the legal charter, bylaws, strategic plan or policies of the ISPHF.
- C. Individuals and organizations must demonstrate proof of insurance and/or include the ISPHF as an additional insured when applicable.
- D. Individuals and organizations must abide by the laws of the state of Illinois as applicable.
- E. The ISPHF will not support any political activities.
- F. The ISPHF will not support any activities not permitted to be carried on by an organization exempt from federal income tax.
- G. Donation thank you letters include the sentence, "No goods or services were exchanged for the donation." When funds are raised using merchandise or services no such letter will be sent acknowledging the donation.