



## NCF AFFILIATED FUND EVENT COVID-19 PROTOCOLS

### September 2020

Public health officials in Nebraska have determined that a primary method for transmitting the COVID-19 virus is at community gatherings, especially those held inside that involve removing masks to consume food and beverages.

The following protocols are for health, reputational and fiduciary risk management of NCF and all of its affiliated funds. Our primary motivation for drafting these protocols is to protect the health and safety of everyone in the NCF network and our Nebraska hometowns. Another issue of significant concern is that nearly all general liability insurance policies, including NCF's insurance policy, have a broad exclusion for infectious and communicable diseases, including COVID-19. Please review these protocols and discuss them with your event committee and your fund advisory committee. And please be in frequent communication with NCF staff members, especially your Affiliated Fund Development Coordinator, to determine the best course of action for your proposed event.

#### **During the planning phase**

1. FAC members should check with their local public health department to share the event plan and get the health department's suggestions on how best to proceed and share this information with NCF. At a minimum, one contact with the public health department should be at the beginning of planning with another one approximately two weeks prior to the event.
2. FACs need to apply for event insurance through NCF. Contagious outbreaks are not covered by insurance but following CDC guidelines and Directed Health Measures will minimize liability, and the insurance covers other risks involved in events.
3. Project lead for the affiliated fund should order a supply of face masks and antibacterial wipes to have available for attendees. Please contact NCF if you need help ordering the supplies and have them in multiple easily accessible and visible place for attendees at the event.
4. If using porta-potties, ensure that there is sanitizer available in each. If not, add a sanitizing station by the porta-potties.
5. The language "Socially distant seating and masks are strongly encouraged" will be included on marketing materials.
6. The language "COVID-19 circumstances are evolving rapidly. Event plans may need to change" will be included on marketing materials. The decision to postpone will be made jointly by local FACs and NCF.
7. Project lead for the affiliated fund should explore the possibility of live streaming the event so that all community members may participate at a level at which they are comfortable.

#### **During the event**

1. If outdoors: Strongly encourage socially distant seating/sitting in family units at the event.

2. If indoors: Block off seats to allow socially distant seating, as well as limit the capacity of the space to what the local Directed Health Measures allow.
3. Strongly encourage all FAC members and attendees to wear masks.
4. NCF representatives must wear a mask, except during public speaking portions.
5. If food is served, use third-party vendors if possible. If a local group is serving the food, ensure that the food is not communal or served buffet style, but rather served in individual packets/boxes. Encourage, where possible, serving and consuming the meal outside.
6. Individuals speaking should be placed at a safe distance (minimum of 6 ft) from the attendees so it is safe to remove the mask.

If you have any questions regarding these protocols, contact your Affiliated Fund Development Coordinator or Nebraska Community Foundation at 402.323.7330 or [info@nebcommfound.org](mailto:info@nebcommfound.org).

## FUNDRAISING EVENT CHECKLIST

This checklist is designed to help your affiliated fund through the process of considering, planning and carrying out an event that includes fundraising. It will guide your Fund Advisory Committee through the steps to take to plan effectively and ensure compliance with applicable laws and NCF policies and will aid in communication between your affiliated fund and NCF. This checklist must be completed for every event conducted by an affiliated fund of the Nebraska Community Foundation that includes fundraising elements. It is a “living document” that should be shared with NCF throughout the process as you prepare for the event.

Name of Affiliated Fund: \_\_\_\_\_

Event Chairperson

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date Completed	Completed By	Activity & Timing	Follow-up Required
		<b>1.</b> Discuss goals for the proposed event with your NCF staff lead. <i>(as soon as you begin considering an event)</i>	
		<b>2.</b> Provide your NCF staff lead with details of the proposed event in writing, including <i>(4-6 months prior to event)</i> : <ul style="list-style-type: none"> <li>▪ Complete description of activities that will take place at the event</li> <li>▪ Fundraising components of event (e.g., admission, auction)</li> <li>▪ Expected # of attendees</li> <li>▪ Budget for event costs and revenue goal</li> </ul>	
		<b>3.</b> Review “Guidelines for Fundraising Events” document to be provided by NCF <i>(4-6 months prior to event)</i>	
		<b>4.</b> Provide draft copy for any press releases, news articles and other printed material to NCF prior to release <i>(2 weeks prior to printing date)</i>	
		<b>5.</b> Agreements or contracts must be signed by an NCF officer, not by a representative from the affiliated fund <i>(2 weeks prior to date contract must be signed)</i> : <ul style="list-style-type: none"> <li>▪ Contracts with the facility where the event will be held</li> <li>▪ Contracts or agreements with individuals or companies providing food, entertainment or other goods or services</li> </ul>	
		<b>6.</b> Complete insurance Special Events Questionnaire, call NCF Accounting to obtain this form and return it to NCF <i>(1-2 months prior)</i>	
		<b>7.</b> Discuss ticket prices with NCF Accounting to ensure that sales tax and charitable receipting issues are addressed <i>(2 weeks prior to printing tickets, invitations or other publicity)</i>	

		<p><b>8.</b> If the event includes a meal, live and/or silent auction, discuss the following with NCF Accounting (<i>1 month prior to event and before printing event program/catalog</i>):</p> <ul style="list-style-type: none"> <li>▪ Obtaining a Nebraska Resale or Exempt Sale Certificate (Form 13) to provide to the event caterer</li> <li>▪ Documenting contributions of auction items as they are received</li> <li>▪ Documenting fair market value of auction items</li> <li>▪ Whether and how fair market value of auction items should be disclosed at event and in printed materials</li> </ul>	
		<p><b>9.</b> If auction items include firearms, discuss with NCF Chief Financial Officer (<i>prior to acquiring firearms for the auction</i>)</p>	
		<p><b>10.</b> Inform NCF whether alcohol will be served at event. (<i>1-2 months prior to event</i>) If yes, confirm to NCF that:</p> <ul style="list-style-type: none"> <li>▪ No affiliated fund money will be used to purchase alcohol</li> <li>▪ Alcohol will be served only by an entity with a liquor license at a cash bar, and the liquor license holder will retain all proceeds</li> </ul>	
		<p><b>11.</b> Confirm to NCF that the event will not include a raffle or lottery (NCF does not have nor does it qualify for a gaming license and cannot meet the small raffle/lottery exception).</p>	
		<p><b>12.</b> Contact NCF Accounting to obtain forms for recording event proceeds and populate with information regarding auction items (<i>1-2 weeks prior to event</i>)</p>	
		<p><b>13.</b> Submit gross receipts from the event to NCF within one week following the event</p> <ul style="list-style-type: none"> <li>▪ Contact NCF Accounting to discuss required information related to the event gross receipts</li> </ul>	