

Fall 2021



ARKANSAS CHILDREN'S FOUNDATION

# COVID-19 Safety

EXTERNAL COMMUNITY EVENT GUIDELINES



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# ARKANSAS CHILDREN'S FOUNDATION COVID-19 SAFETY External Community Event Guidelines

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These guidelines are intended for external community partners who wish to hold events benefiting Arkansas Children's. Arkansas Children's employees should refer to the [COVID19 Employee Safety Guide](#) for internal restrictions and guidelines.





## ARKANSAS CHILDREN'S FOUNDATION COVID-19 SAFETY

# External Community Event Guidelines

Community collaborators and generous philanthropic supporters like you play a critical role in improving child health. Because of your unyielding commitment, Arkansas Children's continues to provide care to critically ill and injured children—thank you!

**As you consider an in-person community event, we've outlined key guidelines that will contribute to a safer environment.**

### External Community Event Guiding Principles

- A gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance, such as a community event or gathering, concert, festival, conference, parade, wedding or sporting event.
- The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and for community spread of the virus.
- In addition, the higher the level of community transmission where the gathering is held, the higher the risk of COVID-19 exposure during a gathering.
- The size of an event or gathering should be in compliance with state, local, territorial or tribal safety laws and regulations.

# External Community Event Guidelines

## Policy and Procedure Evaluation

- It is important to be fully aware and informed of all local ordinances in relation to COVID-19, including but not limited to masking and distancing. Review relevant local and state regulatory agency policies and orders, such as those related to events, gatherings and travel.
- Consult local health officials about recommended COVID-19 testing policies for events and gatherings.
- Consult with the venue operators about their COVID-19 policies prior to the event. Develop a plan to conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and attendees.
- Develop a plan to allow for social distancing before, during, and after the event (e.g., limiting attendance and modifying layouts before the event, providing physical barriers during the event and staggering exit times after the event).
- Consider limiting event attendance to staff and attendees who live in the local area (e.g., community, city, town or county) to reduce the risk of spreading the virus from areas with higher levels of COVID-19. If attendance is open to staff and guests from other communities, inform attendees in advance so they can make an informed decision whether they will participate.
- If possible, identify a space that can be used to isolate staff or participants who become ill at the event and establish clear procedures for staff if this situation arises.
- Identify actions to take if you need to postpone or cancel events.
- Develop online attendance options in addition to in-person attendance to help reduce the number of attendees at the event.

### Adhere to the Centers for Disease Control and Prevention (CDC) Guidelines

The CDC has categorized events as Lowest Risk, More Risk, Higher Risk and Highest Risk, and provided guidelines for these events and gatherings. They routinely update the guidelines as more information becomes available. Please visit the [CDC website](https://www.cdc.gov) for the most up-to-date information.

# External Community Event Guidelines

## Strategies to Maintain Social Distance

- Limit attendance or seating capacity to allow for social distancing, or host smaller events in larger rooms.
- Block off rows or sections of seating in order to space people at least six (6) feet apart.
- Prioritize outdoor activities where social distancing can be maintained.
- Use multiple entrances and exits and discourage crowded waiting areas.
- Eliminate lines or queues if possible, or encourage people to social distance by providing signs or other visual cues such as tape or chalk marks to ensure individuals remain at least six (6) feet apart in lines and at other times (such as guides for creating one-way routes).
- Offer online attendance options in addition to in-person attendance to help reduce the number of attendees.
- Consider limiting the number of people who occupy the restroom at one time to allow for social distancing.
- Do not allow lines or crowds to form near the restroom. Take steps to ensure individuals can stay at least six (6) feet apart from each other.



## Pre-Screen Staff, Vendors and Attendees

- CDC recommends conducting health checks, such as temperature screening and/or symptom checking, of staff and attendees safely and respectfully and in accordance with any applicable privacy laws and regulations.
- Ask vendors, staff and attendees pre-screening questions and encourage people not to attend the event if feeling ill.
- Promote messages that discourage people who are sick from attending events.
- Develop flexible refund policies for participants.

# External Community Event Guidelines

## Require Masking

- Staff members, volunteers and attendees should wear well-fitting masks that completely cover the mouth and nose:
  - in all indoor environments, excluding private residences, where they are exposed to non-household members and distancing of six (6) feet or more cannot be assured
  - in all outdoor settings, excluding private residences, where there is exposure to non-household members, unless there exists ample space of six (6) feet or more to practice physical distancing with some exceptions
- Provide all staff with information on proper use, removal and washing of cloth face coverings.
- Advise staff that cloth face coverings should not be placed on:
  - A child under the age of 2
  - A person with a disability who cannot wear a mask, or cannot safely wear a mask, for reasons related to the disability.
  - A person for whom wearing a mask would create a risk to workplace health, safety, or job duty as determined by the workplace risk assessment
- Encourage attendees ahead of the event to bring and use cloth face coverings at the event. Be prepared to provide masks or turn attendees away if they refuse to comply.

## Display Safety Signage

- Signage reminding event attendees of masking and hand-washing practices should be placed prominently and throughout the event venue.
- Post signs in highly visible locations (e.g., at entrances, in restrooms) that promote everyday protective measures and describe how to stop the spread of germs by properly washing hands and properly wearing a cloth face covering.
- Include messages (for example, videos) about behaviors that prevent spread of COVID-19 when communicating with staff, vendors and attendees (such as on the event website and through event social media accounts).
- Consider developing signs and messages in multiple languages and formats (e.g., large print, braille, American Sign Language) for people who have limited vision or are blind or people who are deaf or hard of hearing.



[Click to Download COVID-19 Safety Signage](#)

# External Community Event Guidelines

## Procedures for Restrooms

- Consider limiting the number of people who occupy the restroom at one time to allow for social distancing.
- Do not allow lines or crowds to form near the restroom without maintaining a distance of at least six (6) feet from other people. It may be helpful to post signs or markers to help attendees maintain the appropriate social distance of at least six (6) feet.
- Adequately stock restrooms with supplies for handwashing, including soap and water or hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues and no-touch trash cans.
- Clean and disinfect regularly, particularly high-touch surfaces such as faucets, toilets, stall doors, doorknobs, countertops, diaper changing tables, and light switches.
- Clean and disinfect restrooms more often after times of heavy use with products from EPA List N: Disinfectants for Coronavirus (COVID-19)[external icon](#).
- Ensure safe and correct application of disinfectants and keep products away from children.
- If you are providing portable toilets, also provide portable handwashing stations and ensure that they remain stocked throughout the duration of the event. If possible, provide hand sanitizer stations that are touch-free.

## Provide Adequate Supplies

- Ensure adequate supplies are available to support healthy hygiene behaviors. Supplies include soap, water, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch trash cans.

## Avoid Food Sharing

- Avoid offering any self-serve food or drink options, such as buffets, salad bars and drink stations. Consider having pre-packaged boxes or bags for each attendee if food is necessary.
- Use disposable food service items including utensils and dishes. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.



# External Community Event Guidelines

## Clean Before and After Events

- Clean and disinfect frequently touched surfaces with EPA-approved COVID-19 disinfectants—for example, door handles, sink handles, grab bars, hand railings and cash registers within the venue should be cleaned at least daily or between uses as often as possible
- Consider closing areas such as drinking fountains that cannot be adequately cleaned and disinfected during an event.
- Develop a schedule for increased routine cleaning and disinfection. Plan for and enact these cleaning routines when renting event space and ensure other groups who may use your facilities follow these routines.
- Ensure safe and correct use and storage of cleaners and disinfectants to avoid harm to employees and other individuals. Always read and follow label instructions for each product, and store products securely away from children.
- Cleaning products should not be used near children. Staff should ensure there is adequate ventilation when using these products to prevent attendees or themselves from inhaling toxic vapors.
- Use disposable gloves when removing garbage bags or handling and disposing of trash. After using disposable gloves, throw them into a lined trash can. Wash hands after removing gloves, and do not disinfect or reuse gloves.
- Avoid offering any self-serve food or drink options, such as buffets, salad bars and drink stations. Consider having pre-packaged boxes or bags for each attendee.
- Ensure ventilation systems operate properly, and increase circulation of outdoor air as much as possible—for example, by opening windows and doors and prioritizing outdoor seating. However, do not open windows and doors if doing so poses a safety or health risk to customers or employees (e.g., risk of falling or triggering asthma symptoms).



# Fundraising Policies & Guidelines



1. Arkansas Children's Foundation (ACF) reserves the right to decline any event or promotion.
2. Donations/contributions of less than 50 percent of net proceeds will require ACF approval. Please allow additional time.
3. In naming your activity, "Arkansas Children's (AC)" should not be used in the title, but rather, "proceeds to benefit Arkansas Children's" is appropriate. For example, "Charity Auction to benefit Arkansas Children's" is used rather than "The Arkansas Children's Auction."
4. If AC is the beneficiary of less than 50 percent of net proceeds, the title should read, "% of proceeds to benefit Arkansas Children's." As the donor or sponsor of the activity, you are required by IRS regulations to denote in all promotional and printed material the percentage of proceeds that AC will receive.
  - For example, if AC will receive 40 percent of all entry fees for a particular event, the caption should read "Arkansas Children's will receive 40% of all event entry fees."
5. Please contact ACF for approval before soliciting support for your event. We will be glad to work with you to coordinate efforts.
6. As the local contact in charge of the activity, you will be most effective in working with the local media to gain maximum coverage. Please provide ACF with information on your publicity plans, ideas or needs. We will work with you to gain as much exposure for your activity as possible.
7. All events are required to provide ACF with a registration list of attendees along with home and email addresses.
8. All Arkansas Children's logos are registered trademarks and may not be reproduced without prior approval. The logos may not be altered in any way.
9. If approved, you will be using AC's name to help promote your event. Because of that affiliation, the following guidelines apply:
  - All original invoices, checkbooks, bank statements, deposit slips, voided documents and other documents related to the fundraising activity must be maintained from the onset of this agreement. All documents should be retained until the fundraising activity is completed and a representative of ACF has officially accepted the proceeds.
  - ACF is authorized to have complete access to all fundraising records from the onset of the fundraising activity and is authorized to audit such records at completion of the fundraiser or at any time during the fundraising activity as deemed necessary by ACF.
  - Collection of all donations should be in accordance with the Instructions for Handling and Documenting Cash and Other Donations on page 13.
  - An Event Donation Summary Form (see page 15) must be completed and sent to ACF along with the proceeds of the event. Funds raised should be remitted to ACF within 30 days following the event or on terms mutually agreed upon prior to the event. Please include name and address of anyone who should receive a thank-you letter from ACF. Please do not mail cash. Convert all cash into a cashier's check or money order.
10. ACF will not provide approval to individuals to privately solicit funds for the hospital. We believe that it is in the best interest of each individual to work within a group of volunteers in order to maintain the safest environment.
11. You must obtain all necessary permits, licenses and insurance. If you enter into any contracts for the activity, please send copies to ACF. You may not enter into any contract on behalf of AC or ACF.
12. Attendance of ACF staff will be based upon availability and pursuant to staff-attendance policy. Each year, ACF conducts or is the beneficiary of 2,300+ events. Unfortunately, staff cannot attend each event. However, we will work directly with you to determine attendance in advance of your event.
13. Please be aware the IRS has issued regulations regarding the deductibility of charitable donations. For example, if you are providing your donors with something of value as part of their contribution, not all of their donation may be tax deductible. It may be necessary to deduct the value of the service, gift or meal received before the deductible portion of the contribution is realized. If you have questions about your activity, please consult with an ACF staff member and we will help you adhere to IRS regulations.
14. Adhere to COVID-19 safety guidelines set forth in this document and make every effort to keep your team, volunteers, donors and supports safe from harm.

# Frequently Asked Questions

## COMMUNITY EVENT APPROVAL

### **After I submit my event application form, how long is the approval process?**

You will hear back regarding your application within five (5) business days.

## PROMOTION AND LOGO USE

### **Can I use an Arkansas Children's logo to help promote my event or in marketing materials?**

Yes. Once your event application is approved, you will receive access to our logos. All event materials containing our name or logo must be sent to an Arkansas Children's Foundation (ACF) staff member for approval prior to printing or distribution.

### **Can ACF provide publicity or contacts with the media?**

Our staff is unable to provide media contacts or publicity for individual events to outside media sources. We recommend you put together your own media plan. However, we can provide advice or information about how to conduct a successful media campaign.

### **Can I use patient photos or stories to promote and/or raise awareness at my fundraiser?**

Yes. Having a patient/patient family share personal experiences is one of the best ways to demonstrate the amazing care provided by Arkansas Children's. There are likely people in your own community who are willing to share their story. ACF has a program called Arkansas Children's Ambassadors, consisting of former and current patients who represent Arkansas Children's by sharing their personal hospital experiences. Contact an ACF staff member to see if there is an Ambassador in your area who could participate in your event virtually.

### **Will ACF provide PPE for my event?**

Each year, ACF conducts or is the beneficiary of approximately 1,400 events. Unfortunately, we cannot provide PPE for each event. Please include PPE in your event expenses.

# Frequently Asked Questions

## EVENT PLANNING

### **Can funds raised be used for expenses?**

We recognize that some coordinators may need funds to run an event and pay reasonable expenses. However, the Arkansas Children's Foundation (ACF) cannot fund or financially support community fundraisers. Coordinators are responsible for covering all expenses and will not be reimbursed by ACF or Arkansas Children's.

### **Can I use Arkansas Children's or ACF's sales tax exemption number?**

Unfortunately, sales tax laws do not allow event coordinators to use our tax exempt status for purchases.

### **Can someone from Arkansas Children's or ACF attend or speak at my event?**

While we will review and consider all requests, because of the large demand on clinical and support staff time, we can't guarantee attendance of physicians, Arkansas Children's Ambassador families or volunteers at your fundraiser.

### **Can I have a silent auction at my event to raise more funds?**

Yes. However, ACF is unable to procure silent auction items for your event and cannot facilitate your auction. Once your auction is approved, we are available to provide guidance on how to hold a successful silent auction, and can also provide our in-kind donation form to track donations provided to benefit Arkansas Children's. See the Strategies to Maintain Social Distance During Events section on page 4 for safety guidelines.

### **Can Arkansas Children's or ACF provide volunteers for my event?**

We recommend you recruit volunteers for your event and suggest you reach out to friends, family and those in your community to volunteer. If you are unable to recruit the volunteer support you need, please let us know and we can review and consider assisting in providing volunteers.

### **Does Arkansas Children's or ACF provide event insurance?**

The event manager agrees to obtain all required permits and licenses for the event. Because Arkansas Children's is the ultimate beneficiary of your event and has no direct involvement with conducting the fundraiser, we cannot provide event insurance. The event manager is responsible for obtaining event insurance and certificates of insurance.

# Frequently Asked Questions

## FOLLOW UP & RECEIPTING

### **Who do I make checks payable to after the fundraiser?**

Please make checks payable to Arkansas Children's and mail within 30 days to:

Arkansas Children's Foundation

Attn: Community Events

1 Children's Way, Slot 661

Little Rock, AR 72202

### **Do donors receive a charitable gift receipt from Arkansas Children's Foundation (ACF)?**

ACF will issue acknowledgement letters that include our tax ID to substantiate donations made payable directly to Arkansas Children's for tax purposes. This includes donations of money, in-kind items, and services. If you need help capturing donor information for your event, please contact Leah Hillyer ([HillyerLA@archildrens.org](mailto:HillyerLA@archildrens.org)) at ACF for assistance.



**Once your event is approved**, you will be required to collect all donations in accordance with the following instructions:

## Cash

1. Please record the names and addresses of anyone who should receive a thank-you/tax letter from Arkansas Children's Foundation (ACF). Please see the next page for sample Cash/Credit Gift Acknowledgement form.
2. Two people should count any cash received. The count should occur immediately following the event.
3. Record the total number and amount of cash donations on the Event Donation Summary Form (attached).
4. Please do not mail cash. Before remitting the funds raised, please convert all cash into a cashier's check or money order.

## Checks

1. Checks should be endorsed upon receipt:

FOR DEPOSIT ONLY

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Please note that this step must be accomplished in order to make the checks non-negotiable.

2. Two people should count all checks received. The count should occur immediately following the event.
3. Record the total number and amount of checks on the Event Donation Summary Form.

## Other Donations

1. Please record the names and addresses of anyone who should receive a thank-you letter from ACF for in-kind donations.

## Event Donation Summary Form

1. Each person counting shall sign the Event Donation Summary Form to acknowledge verification of the number and total amount of cash, checks and other types of donations received.
2. Ensure all donations are summarized by pay type and totaled on the Event Donation Summary Form.
3. Complete all other sections of the Event Donation Summary Form and remit to ACF along with all funds raised.



### Cash/Credit Gift Acknowledgement

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

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: Work: \_\_\_\_\_ Home: \_\_\_\_\_

Date: \_\_\_\_\_ Gift Amount: \$ \_\_\_\_\_

Event: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ 3 Digit Sec. #: \_\_\_\_\_

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### Cash/Credit Gift Acknowledgement

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

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: Work: \_\_\_\_\_ Home: \_\_\_\_\_

Date: \_\_\_\_\_ Gift Amount: \$ \_\_\_\_\_

Event: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ 3 Digit Sec. #: \_\_\_\_\_



## Event Donation Summary Form

Event Name/Promotion: \_\_\_\_\_

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

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date(s) Held: \_\_\_\_\_

Methods Used to Raise Funds: \_\_\_\_\_

### Donation Summary

Pay Type	Total # Donations	Total \$ Donations
<b>Cash</b> <small>(Please attach Cash Gift Acknowledgements for each gift.)</small>		
<b>Check</b>		
<b>Other</b> <small>(Please describe.)</small>		
<b>TOTALS</b>		

### Expenses (Use back of form if extra space is needed.)

Expense Type	Expense Amount
<b>TOTAL Expenses</b>	
<b>Net Contribution to ACF</b>	

### Amounts Submitted By

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Donor Services Verification

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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