



American Chronic Pain Association®

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ACPA Fundraising Policy

- The need exists for central control of fundraising under the name and tax-exempt status of the ACPA. Without this control, the ACPA would be in danger of losing its tax-exempt status. If fundraising were conducted inappropriately or awarded funds were not disbursed properly, the ACPA would be liable for these oversights.
- Tax exemption is given to a legal entity (in this case, the ACPA) and cannot technically be "loaned out" to other entities. Therefore, for any local chapter to qualify for tax-exemption using the ACPA's tax-exempt number, donations must be made to the tax-exempt entity itself. Given this rationale, the following steps must be taken for local ACPA chapters to benefit from the ACPA's tax-exempt status.
- All proposals using the ACPA tax-exempt number (to local, regional, or national donors) must first be submitted to the ACPA National Office for clearance. The Executive Director will review these proposals for consistency with ACPA's mission and guidelines.
- When the National Office has approved a proposal, the local chapter may then submit a pre-approved and ACPA designed/branded proposal to the potential donor.
- Donations collected by a local chapter with use of the ACPA tax-exempt number will first be distributed to the ACPA National Office and recorded in its fiscal records. Funds will then be redistributed to the local chapter.
- The ACPA National Office will reserve a percentage of funds collected with the use of the tax-exempt number for the National Office's support of local chapters (e.g., to be used for production and distribution of materials that would benefit all chapters). The percentage will be determined in the proposal budget.
- Local chapters receiving funds with the use of the ACPA tax-exempt number will submit to the ACPA National Office routine fiscal reports, as well as reports of disbursements related to donations made with the use of the tax-exempt number.
- As the legal entity receiving funds from donors, the ACPA National Office will maintain required reporting and correspondence with respective donors and supply local chapters with documentation of such reporting and correspondence.
- 100% of funds will be used to further the ACPA mission. No funds shall be used for solicitation or personal benefit.
- No funds shall be used to pay for healthcare services, to pay healthcare providers, or to the donor or the donor's products, medications, treatments, products, or procedures.



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