

Charitable Event Guidelines

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Charitable Event Guidelines - HBA (501(c)(6))

Purpose:

This guidance is to clarify how HBA components (regions, chapters, affinity groups, and branches) can collaborate and/or support charitable organizations while remaining compliant with HBA's status as a 501(c)(6) organization.

Key Rules & Requirements:

- All events held must tie to HBA's mission: Any charitable event must clearly connect to HBA's mission.
- Registration for charitable collaboration events must be routed through HBA first. If a partner organization requires secondary registration or acceptance of policies, provide written instructions for attendees in a word document via email to events@hbanet.org for inclusion in the registrant's confirmation email. HBA will link the partner's process to the confirmation email but is not responsible for ensuring secondary registration completion, nor can HBA share any personal data with the partner organization. A message akin to the statement below must be included:
 - **Completion of this additional registration is the responsibility of the participant. Any personal information you provide to [organization name] will be handled according to their policies, and HBA is not responsible for the collection, use, or protection of that information.**
- The alignment to the HBA mission must be stated in the event description at the time of submitting your Event Setup Form, with the event type being Networking, which is only open to members.
- At the time of submission under the Event Policy Section – Fitness Waivers must be selected.
- In certain cases, the Meet the HBA which is open to members and non-members may be selected but must include an HBA presentation on membership, its value, and the benefits of joining, as this is the core pillar of a recruitment event.
- Avoid any language suggesting HBA's sole purpose in the event is to raise funds for another organization.
- **Liability Statement (Required):** From time to time, we receive requests to partner with other organizations like Dress for Success which accept used clothing donations, or a local foodbank that accepts non-perishable food items. Sometimes we have groups help pack food, fundraise, or volunteer their time in other ways through organizing an HBA event. If this is the case, please include this clause in your event summary: ***The Healthcare Businesswomen's Association (HBA) does not endorse any particular charitable organization and is not liable for any claims, controversies or disputes that may arise from your support of such organization.***

Donations & Finances:

- HBA cannot charge a fee for an event and then transfer those funds to another organization. This includes:
 - Monetary donations directed to the partnering organization
 - Purchasing goods for the partnering organization using HBA funds
 - Using registration fees to cover costs intended as donations
 - All donation processing must be managed directly by the partner organization on site.
 - A representative from the partner organization may be present to collect donations (monetary or goods), but this must be optional for attendees.
 - Attendees have the right to decline participation in any donation activity.
 - Member Leaders may not solicit donations from HBA Members through platforms such as Venmo, PayPal, GoFundMe, or similar services.
 - All donations must be made directly to the designated organizations and are entirely optional.

Partnering with Other Organizations:

- To be sanctioned as an HBA Event, components may partner with volunteer or nonprofit organizations (e.g., charity walks, packing events) as long as the above Key Rules & Requirements are followed. HBA Central reserves the right to not approve any event that falls outside of these parameters.
- If partnering for an event incurs costs (e.g., food & beverage), the component can fund these items for HBA event use only—not as donations – and in line with approved HBA expense policies.

Examples

Partnering with Other HBA Components for a Charity Event:

- Components may partner with one another to volunteer at a charitable organization and both budgets can be utilized for HBA use only, however a clear itemized budget must be created and communicated to the regional treasurer(s).
- If your budget allows, and purchases for HBA's event team are needed, consult with your Regional Treasurer before making them.
- Registration fees may be used to cover purchases for HBA's event team only—not for the participating organization's benefit.
- Always ensure there is a clear Return on Investment (ROI) for HBA with all events.

- If funding is needed beyond your budget, explore sponsorship opportunities to cover costs.

Examples

Allowed:

- Chapter joins charity walk and frames it as a networking opportunity tied to HBA's mission.
- Partnering with a food bank to pack meals combined with a Meet the HBA event to learn about HBA while giving back.
- Hosting a Dress for Success event and attendees may donate professional attire to the organization, if they choose.

Not Allowed:

- The HBA is collecting monetary donations through registration fees to give to another organization.
- Using registration fees to purchase food or other items for donation to another organization.
- Accepting funds from another chapter to cover donations to a charitable event.

Reminder:

As a 501(c)(6), HBA is a member-based professional association and cannot act as a pass-through for charitable funds.
