



Fundraising Event Guidelines

**The Memorial Foundation mission:
*To advance health improvement through philanthropy by
educating and involving our community.***

Thank you for your interest in hosting an event to benefit The Memorial Foundation and Yakima Valley Memorial Hospital programs. We are truly grateful for your support. As we work with you, our goal is to ensure the best possible outcome for your event.

Because there are strict compliance and reporting laws in the State of Washington, the following guidelines are important as you begin planning your event designating and publicizing Memorial Hospital programs or The Memorial Foundation as your charity of choice and recipient of event proceeds. Non-compliance with these guidelines could jeopardize our legal standing with state and federal regulatory agencies, and could result in a suspension of fundraising authority for The Memorial Foundation.

- ✿ Any individual, business, or organization planning to conduct an event on behalf of The Memorial Foundation and Memorial Hospital programs will complete a Fundraising Event Application.
- ✿ Events must support the mission and values of The Memorial Foundation and Memorial Hospital.
- ✿ Submit fundraising event application at least two (2) weeks in advance of the proposed event date (see our ***Steps to a Successful Fundraising Event.***)
- ✿ Once your application has been submitted, it will be reviewed for approval. Please do not move forward with plans (including any public announcements or promotion of your event) until notification of approval. If your event is not approved, you will be provided an explanation.
- ✿ Event organizers will need to obtain any necessary permits, licenses, and insurance certificates needed for the event. The Memorial Foundation, 2701 Tieton Drive, Yakima, WA 98902, must be named as additional insured on the liability insurance for your event.
- ✿ All promotion and publicity materials for the event supporting Memorial Hospital, Children's Village, Hospice, 'Ohana, North Star Lodge, or other Memorial Family of Services as the designated charity are to be reviewed and approved in advance by The Memorial Foundation. Materials include, but are not limited to: advertising, news releases, posters, flyers, and t-shirts.
- ✿ All advertising and promotional materials for your event must clearly disclose to the public the specific amount of money from the consumer's purchase that will be donated to The Memorial Foundation (e.g., "\$10 of each ticket purchase," "10% of the sales price of this product," etc.)
- ✿ Raffles conducted at events require a special license and extra time to organize. It is the responsibility of the event organizers to obtain the necessary state license and approvals. Please contact the Washington State Gambling Commission for current regulations on operating raffles and games of chance.
- ✿ Proceeds from your event are to be delivered to The Memorial Foundation **within 30 days** after the completion of the event. The Memorial Foundation will

acknowledge the organization, association, or corporation that has contributed the proceeds from the event to The Memorial Foundation for the full amount of the donation as allowed by law.

- ✿ To help with your planning, we also suggest you review our **Steps to a Successful Fundraising Event**.

The Memorial Foundation can support your event in the following ways:

- ✿ Provide a Foundation contact that will provide guidance for your event.
- ✿ Provide a letter of authorization to be used to validate the authenticity of the event.
- ✿ Help obtain the necessary approvals for the use of the Hospital logo, as well as provide updated facts and information about the Hospital that may be helpful in publicizing your event.
- ✿ Promote the event on the Foundation's web site and other appropriate media. *(Such decisions are made on a case-by-case basis and must be received by The Memorial Foundation at least two (2) weeks or more prior to the event.)*

The Memorial Foundation is unable to:

- ✿ In most cases, the Foundation is unable to provide administrative or logistical assistance for events (e.g. distributing invitations, compiling RSVP's, selling tickets, sitting on committees, etc.) Please be prepared to provide all of the support necessary to organize and conduct your event, including committing all funds required for the event.
- ✿ Extend our tax exemption to you.
- ✿ Provide giveaways or prizes for silent auctions.
- ✿ Provide funding or reimbursement for event expenses.
- ✿ Solicit sponsorship revenue for the event.
- ✿ Allow event fees or sponsorships to be paid directly to the Foundation.
- ✿ Provide hospital and/or donor mailing lists.
- ✿ Provide insurance coverage.

If you have any questions or would like more information, please contact The Memorial Foundation at (509) 576-5794.