



Event Guidelines for Giving Circles and Third Party Community Events

A fundraising event or project hosted by the community (an individual or group) to benefit the hospital should complement the mission and image of Wolfson Children's.

To support your event, Wolfson Children's can:

- Offer advice on event planning
- Acknowledge donors for direct contributions to Wolfson Children's
- Provide name and logo for use, following approval
- Help you determine where to direct your gift at the hospital—providing critical mission support in the hospital's area of greatest need, or identifying a hospital program department that's meaningful to you
- Provide a letter of support to validate the authenticity of the event and its organizers
- Provide promotional items based on the type of event

To support your event, Wolfson Children's unfortunately cannot:

- Release donor, volunteer, employee, physician or other mailing lists for the purpose of additional solicitation of funds by outside groups
- Offer funding or reimbursement for expenses
- Solicit businesses or vendors for support
- Guarantee promotion of your event through the Wolfson Children's publications and media outlets
 - Requirements for Giving Circles events to be posted on social media by Wolfson Children's: The revenue goal must be at least \$10,000. If the fundraiser is new, the event coordinator must show evidence indicating that the event will achieve the revenue goal. Fundraising events that do not meet the minimum may be considered for postings at the discretion of Foundation staff.
- Be responsible for selling tickets to your event

- Guarantee event attendance of patients, physicians or staff
- Guarantee staff participation at your committee or planning meetings
- Guarantee volunteer support at the event
- Create marketing materials for your specific event
- Endorse fundraisers that do not complement the mission and image of Wolfson Children's

Event Guidelines:

Community events and projects must be approved and sanctioned by Wolfson Children's and must be approved every year thereafter to repeat an event in a succeeding year.

- 1) Community events and projects must be financially self-sustaining. The event coordinator is responsible for covering all expenses for the event and will not be reimbursed by Wolfson Children's. If you are paying for expenses, please deduct these from the funds raised prior to sending the donation.
- 2) No bank accounts in the name of "Wolfson Children's Hospital" can be set up to hold funds from a community fundraiser.
- 3) The coordinator is responsible for obtaining any required permits as well as a certificate of insurance for the event.
- 4) All corporate sponsors must be preapproved by Wolfson Children's to ensure there are no conflicts with other key event sponsors or donors currently supporting the system in other areas.
- 5) Wolfson Children's will issue IRS compliant charitable tax receipts to the full extent of the law if the gift is made payable to Wolfson Children's.
- 6) All federal, state and local tax laws must be followed by outside organizations coordinating events and projects to benefit Wolfson Children's.
- 7) If circumstances warrant, Wolfson Children's may opt out as a beneficiary of the event/promotion at any time with no obligation.