



Baroness Erlanger Foundation • Children's Hospital Foundation

EHS Foundations Special Event and Fundraising Application/Agreement

Any persons and/or organizations desiring to conduct an event or promotion that involves the use of the name EHS Foundations, Erlanger Hospital or Children's Hospital at Erlanger for fundraising and/or publicity efforts must complete this Application/Agreement and must receive written approval from Erlanger Health System Foundations Office in advance of beginning any such fundraising or publicity efforts.

Thank you for your interest and cooperation!

Event Guidelines and Policies Corporate/Community Fundraising Events

To benefit: EHS Foundations, Erlanger Hospital or Children's Hospital at Erlanger

A fundraising event or project hosted by the community (and individual or group) on behalf of EHS Foundations, Erlanger Hospital or Children's Hospital at Erlanger should uphold the mission, vision and values of the hospital. Each project is evaluated to ensure criteria are met and to ensure the project will be financially self-sustaining. Erlanger Health System Foundations supports "outside special projects" through communication, visibility and recognition.

Erlanger Health System Foundations

Mission Statement: Our mission is to foster, promote, and encourage charitable gifts to advance medical excellence and enhance the health and wellness of all children and adults in the region.

Event Guidelines and Policies:

- 1) Community events and projects in support of Erlanger must be approved by Erlanger Health System Foundations.
- 2) Community events and projects must be financially self-sustaining without contribution of financial risk from Erlanger Hospital, Children's Hospital at Erlanger or Erlanger Health System Foundations.
- 3) Community event organizers shall assume all liability for events. Erlanger Health System Foundations, Children's Hospital at Erlanger, and Erlanger Health System do not provide insurance coverage for third party events; it is recommended that event organizers purchase a one-day liability policy to cover any planned events.



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- 4) Community events and projects must have a defined plan of action to support its goals and intentions.
- 5) Community events and projects must be coordinated with the community calendar of events for Erlanger Health System Foundations Office.
- 6) All corporate sponsors must be pre-approved through Erlanger Health System Foundations Office to ensure there is not a conflict with other key event sponsors or donors currently supporting the system in other areas.
- 7) Community events and projects must comply with the following controls as established by Erlanger Health System Foundations.
 - a. Any companies with images that compromise Erlanger Health System image or conflict with our mission, vision, or values must be submitted for consideration by the Foundations Office, major or presenting sponsors, and may not promote their products through advertising or other event exposure.
 - b. Sales-driven fundraising projects or projects that imply endorsement/promotion of a single product or service are not supported by Erlanger Health System. As a health care provider, Erlanger Health System does not sell or endorse products or services provided by other organizations.
 - c. All community fundraising projects that require promotional visibility (invitations, ads, flyers, and brochures) must have approval by Erlanger Health System Foundations Office before using our name and/or logo image.
 - d. A projected donation needs to be provided to Erlanger Health System Foundations Office prior to hosting the event or project. It is our understanding that 100% of net proceeds will be donated. We reserve the right to examine any possibility regarding involvement of any other charity or suggested split of proceeds.
 - e. Erlanger Health System or Erlanger Health System Foundations does not release donor, volunteer, employee, physician or other mailing lists for the purpose of additional solicitation of funds by outside groups.

Thank you for consideration of these event policies and guidelines.



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Corporate/Community Special Projects Guidelines

In order to assist the sponsoring organizations and Erlanger Hospital or Children's Hospital at Erlanger, the attached Special Events Form is provided for your completion.

1. Please complete the attached form providing as many details as possible, i.e. date, time and place of event or promotion.
2. Attach all supporting documents such as brochures and drafts of invitations or tickets using the name of Erlanger Hospital, Children's Hospital at Erlanger or Erlanger Health System Foundations

THE ACCEPTANCE OF YOUR EVENT OR PROMOTION GIVES YOUR ORGANIZATION THE APPROVAL TO USE ERLANGER HOSPITAL, CHILDREN'S HOSPITAL AT ERLANGER OR EHS FOUNDATIONS' NAME IN PROMOTING THE EVENT. EHS FOUNDATIONS RESERVES THE RIGHT TO REVIEW ALL PROMOTIONAL MATERIALS PRIOR TO THEIR USE.

Tax law requires Erlanger Health System Foundations to supply donors with the tax-deductible portion of the event fee or ticket price and receipt any gift over \$250.00. The Foundation will promptly acknowledge any contributions received from individuals attending your fundraising event.

Please return the Application/Agreement to:

Erlanger Health System Foundations
Attn: Sara Collier
975 East Third Street
Chattanooga, TN 37403
Or
Email: sara.collier@erlangers.org
Fax: 423-778-2680

If any assistance is needed in the process of completing this Application/Agreement, please contact Sara Collier, Development Officer for Special Events, at (423) 778-9298.



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SPECIAL PROJECT FORM

1. Name of sponsoring organization _____
2. Address _____
3. Primary Contact for event:
Name _____ Title & Affiliation _____
Work Phone _____ Cell Phone _____
Email Address _____
4. Type of proposed project and detailed description _____

5. Date/Time/Place of Event _____
6. Is the project a public appeal for: (check all that apply)
_____ Funds _____ Tickets _____ Sale of commodities (specify) _____
Is the project restricted to: (Please select one of the following)
 - a. Membership of a private organization (which organization) _____
 - b. General public _____
 - c. Other Restrictions (explain) _____
7. Is your organization: (Please circle one) Non-profit or Incorporated
 - a. What, if any, support will be requested on the part of Erlanger Health System Foundations? (Staff, Time, Activities) _____



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8. What is your plan for publicity, if any? _____

9. Do you plan on seeking sponsorships from businesses or community groups? If yes, please attach a prospect list. _____

NOTE: Erlanger Health System Foundations Office must approve all event publicity using the name and information pertaining to Erlanger Health System or Foundations Office and approve any solicitations for sponsors and donors BEFORE any solicitation is made.

12. Have you sponsored a special project before? (circle one) Yes No
If yes, please list the most recent project you have sponsored and its beneficiary:
Project name _____ Date of project _____
Beneficiary _____ Contact _____

FOR HOSPITAL USE ONLY Approved _____ Not Approved _____

Signature _____ Date _____
Comments _____



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What We Can Do to Assist Your Fundraising Event:

We can provide your organization with:

- ♦ Informational brochures about Erlanger Hospital or Children's Hospital at Erlanger
- ♦ Facts sheets about Erlanger Hospital or Children's Hospital at Erlanger
- ♦ Children's Hospital at Erlanger canisters to collect money (must be returned, please)
- ♦ We have fund raising ideas - - please contact us if you would like a copy

We can help with publicity by:

- ♦ Writing and sending out press releases to print and TV media
- ♦ Placing an article in our people-link intranet newsletter (available to approximately 4,500 employees)
- ♦ Placing flyers in visible areas on our campus