



DOERNBECHER CHILDREN'S HOSPITAL FOUNDATION

COMMUNITY SUPPORT

The Doernbecher Children's Hospital Foundation is very grateful to the many people and organizations who wish to organize fundraisers to support OHSU Doernbecher Children's Hospital. Before you get started on your fundraiser, please follow our three easy steps for coordinating a successful fundraiser.

1. Choose the right type of fundraiser. The program or event you choose should fit the size, interest, talents, goals and availability of your group. You want it to be fun to plan and organize—and fun for your audience!
2. Register your fundraiser. Once you know what type of fundraiser you would like to organize, it is important to complete a fundraising proposal form (below) and return it to the Doernbecher Foundation for approval.
3. Establish goals. Have a realistic and measurable financial goal. Remember—expenses should represent 25% or less of the gross income for the fundraiser.

Please return your completed proposal to the Doernbecher Foundation:

1121 SW Salmon, Suite 100
Portland, OR 97205
Phone: 503-294-7101
Fax: 503-294-7058
Email: dchfinfo@ohsu.edu

A member of the Doernbecher team will contact you within one week of the receipt of your fundraising proposal form. Thank you for your interest in supporting Doernbecher!

FUNDRAISING GUIDELINES

To help ensure that volunteer fundraising events are enjoyable, successful, make best use of limited Foundation resources and are coordinated with our many other activities, the Foundation asks that you submit a proposal well in advance of the proposed fundraiser for approval by the Doernbecher Foundation.

Prior to completing the attached fundraising proposal, please review the following guidelines. Proposals may be returned to the Foundation by mail, email or fax. The Foundation will make every effort to respond to your proposal promptly. If you have any questions, please feel free to call (503) 294-7101. Doernbecher Children's Hospital Foundation deeply appreciates the efforts of all volunteer fundraisers.

- All fundraising activities or use of the Doernbecher Hospital or Foundation name or logo must be approved by the Doernbecher Foundation in advance.
- Due to limited resources, the Doernbecher Foundation cannot assist in the planning or execution of community fundraisers. The Foundation can help with ideas and provide best practices but the organizer is responsible for the planning of the fundraiser.
- For confidentiality reasons, the Foundation cannot release donor or volunteer lists to an individual, company, group or organization. In addition, the Foundation does not sell goods or services to our donors/volunteers from outside organizations.
- The foundation cannot be liable for any expenses incurred by an individual or any organization involved in fundraising on behalf of Doernbecher.

- The Doernbecher Foundation will not underwrite any fundraising activities.
- Event organizer agrees to inform the Foundation of any effort to recruit major financial underwriters to ensure there is no duplication of underwriting efforts already underway.
- Press releases, public service announcements, advertisements, printed materials (posters, brochures, flyers, tickets, invitations, etc.) are the responsibility of the individual/organization coordinating the fundraising activity. All publicity printed or otherwise, must be approved by the Foundation prior to the distribution and/or release.
- Promotion of the fundraiser should reflect the Foundation as a beneficiary and not conducting the event.
- Foundation fundraising prohibits the use of telephone solicitation for contributions from the general public.
- Oregon law requires special licensing to conduct a raffle. If your organization would like to conduct a raffle, organizations must obtain a raffle license from the Oregon Department of Justice (organization must be a tax exempt organization).
- In accordance with IRS regulations, the individual or organization conducting the fundraiser is responsible for disclosing to donors the exact dollar amount or percentage of their gift that will benefit Doernbecher.
- Only checks payable to Doernbecher, and cash donations (equal to or greater than \$5.00) clearly labeled with the donors information, will be provided with a tax deductible receipt in accordance with IRS and state tax regulations.
- Within 30 days following the event organizers should submit funds, payable to DCHF, an appropriate documentation from individuals and/or businesses regarding their financial donations.
- Volunteers associated with an outside supporter should avoid any conflict between their personal interest and the interest of the Foundation.
- There is no guarantee that a Foundation representative will be able to attend your event.
- Insurance (if applicable) for any fundraising activity to benefit Doernbecher is the responsibility of the organizing party and must be submitted with the proposal for approval.

I have read, understood and agree to adhere to the Doernbecher Children's Foundation Fundraising Guidelines.

Signature:

Printed Name:

Date:



**DOERNBECHER
CHILDREN'S HOSPITAL
FOUNDATION**

**Doernbecher Foundation
Fundraising Proposal Form**

Contact Name:	Date:	
Organization:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		

Name of fundraiser:

Location of fundraiser:

Date & Time:

Description of fundraiser (please describe exactly how funds are being raised – tickets, auction, etc):

Ticket Price: _____ Contact for tickets: _____

Expected number of attendees: _____

Expected Gross: _____ Expected Expenses: _____

Expected net donation to Doernbecher: _____

Estimated date funds will be received by Doernbecher: _____

Will insurance be necessary for the event? If so please attach proof of insurance: Yes No

Are permits required? Yes No

If yes, please explain:

Do you intend to use Doernbecher’s name and logo: Yes No

Doernbecher Children’s Hospital Foundation requires all promotional materials that include the hospital name or logo to be reviewed and approved by Doernbecher before production. Please allow 5 business days for review.

How do you intend to promote your fundraiser?

Pending your proposal’s approval, Doernbecher may be able to provide assistance. Please indicate what type of support you would like:

- Placement on the Doernbecher Foundation website
- Logo use
- Patient story video
- Brochures
- Banner

Depending on the nature and needs of your event, we may be able to provide further assistance.

Please list any already committed sponsors or sponsors you plan to approach for support:

Please describe any prior or current affiliations you have with Doernbecher:

Please list at least one business reference we can contact:

FOR OFFICE USE ONLY	DCHF Member:
Date Received:	Approval Status:
Date Approved:	Approved By:

A 2.5% administrative fee may be applied to gifts.