



Doernbecher Children's
Hospital Foundation
Oregon Health & Science University

COMMUNITY SUPPORT

Are you interested in hosting a fundraiser in your community? This can be an exciting and innovative way to generate funds for Doernbecher Children's Hospital! Before you get started, 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 at the address listed above 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 event or project.

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: dchinfo@ohsu.edu

A member of the events and programs team will contact you within two weeks of the receipt of your fundraising proposal form. Thank you for your interest in supporting Doernbecher!

FUNDRAISING GUIDELINES

Thank you for your interest in making Doernbecher Children's Hospital the beneficiary of your fundraising efforts. Each year hundreds of volunteers raise awareness for Doernbecher and make significant financial contributions to the hospital through such activities.

To help ensure that volunteer fundraising events are enjoyable, successful, make best use of limited Foundation staff resources, and are coordinated with our many other activities, the Foundation asks that you submit a proposal well in advance of the proposed event 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 and thank you again for your interest.

- 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 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.
- 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 their production, distribution and/or release.
- Foundation fundraising policy prohibits the use of telephone solicitation for contributions from the general public.
- Oregon law requires special licensing to conduct a raffle. If you or your organization would like to conduct a raffle, individuals and/or organizations must obtain a raffle license from the Oregon Department of Justice.
- 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.
- 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 proposal for approval.

