

## DOERNBECHER CHILDREN'S HOSPITAL FOUNDATION 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 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 thanks you again for your interest.

*Please return your completed proposal to the Doernbecher Foundation:*

*1121 SW Salmon, Suite 100*

*Portland, OR 97205*

*Fax: 503-294-7058*

*Email: [dchinfo@ohsu.edu](mailto:dchinfo@ohsu.edu)*

- All fundraising activities or use of the Doernbecher Hospital or Foundation name or logo must be approved by the Doernbecher Foundation in advance.
- 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 or use a sweepstakes promotion as a substitute.
- 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 which 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.



**DOERNBECHER FOUNDATION FUNDRAISING PROPOSAL**

Project Chair/Contact Name:		Date:
Organization:		
Address:		
City:	State:	Zip:
Day Phone: (    )	Fax Number: (    )	
Email Address:		

- Title and description of proposed event: \_\_\_\_\_  
\_\_\_\_\_
- Facility and/or location where event will be held: \_\_\_\_\_
- Date and time of event: \_\_\_\_\_  
Ticket price: \$ \_\_\_\_\_ Contact for tickets: \_\_\_\_\_ Phone #: \_\_\_\_\_
- Will insurance coverage be necessary for your event? No  Yes   
If yes, please attach proof of insurance.
- Are permits required? No  Yes   
If yes, please explain: \_\_\_\_\_
- Please state what percentage of gross income will be donated to the Foundation, or if 100% of the net income will be donated: \_\_\_\_\_  
Projected revenue: \_\_\_\_\_  
Projected expenses: \_\_\_\_\_ Anticipated net revenue: \_\_\_\_\_
- Please list any already committed sponsors or sponsors that you plan to approach for support:  
\_\_\_\_\_  
\_\_\_\_\_
- How and when will your event be publicized? (Print, radio, TV, other) \_\_\_\_\_  
\_\_\_\_\_
- What support will you need from the Foundation for this event/project? \_\_\_\_\_  
\_\_\_\_\_
- Please list at least one business reference we may contact: \_\_\_\_\_  
\_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>	<b>Attention:</b>
Date Received:	Approval Status: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Approved:	Approved By: