



ENGLEWOOD HEALTH FOUNDATION



COMMUNITY FUNDRAISING GUIDE

Overview

Englewood Health depends on a culture of philanthropy to advance the exceptional, safe and humanistic care that our patients deserve and receive. We are grateful for the numerous inquiries and proposals from companies, individuals and families that would like Englewood Health to be the recipient of the proceeds from their fundraising event.

If you would like to raise funds to benefit Englewood Health Foundation, please review the below requirements and return the completed **Community Fundraising Registration Form** at least 30 days in advance of the proposed fundraiser. All proposed fundraisers are subject to approval by the Foundation.

Requirements

1. Events/fundraisers must maintain the integrity of the Foundation brand. In addition, the event/fundraiser must also maintain public goodwill and trust.
2. The Foundation will not be liable for any costs associated with the event. The event organizer must handle all monies until an official donation is submitted to the Foundation (within one month of fundraiser completion).
3. Any use of the Foundation name or logo must be approved in advance and cannot be used for any other purposes before, during or after the event. The Foundation will provide an authorized logo to you directly once your application is approved.
4. Approved fundraising activities must be referred to as “benefiting the Englewood Health Foundation.” They may not be represented as “sponsored by”, “conducted on behalf of”, or any similar terminology.
5. The event organizer must prominently disclose to donors the exact dollar amount or percentage of gross proceeds that will be donated to the Foundation.
6. Donation acknowledgments can be issued to donors provided a legible list of donor names, addresses and donation amounts is included with the donation.
7. The fundraising activity shall comply with all state and federal laws and regulations. All agreements, contracts and permits required by City Ordinances or otherwise will be the responsibility of the event organizer. If holding a raffle, please be aware that such an activity may need a special license and extra time to organize. *Please contact the New Jersey Division of Consumer Affairs for more information.*
8. The event organizer is responsible for all promotion and marketing associated with the fundraiser. The Foundation does not share its mail/e-mail lists with any individual or organization and is unable to send an Englewood Health-generated mail or e-mail. Please see **Englewood Health Foundation Involvement** for ways in which we may be able to help promote the event.



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Englewood Health Foundation Involvement

The success of your fundraiser is important to us and we want your experience to be positive and rewarding. Once your fundraiser is approved, we are able to support you in the following ways:

- Allow use of the Foundation logo in all marketing/promotional material, with prior approval.
- Provide a letter of support to be used to validate the authenticity of the event and its organizers.
- Promote your event by publishing the name, description, locations and contact information for the event on the Foundation community event calendar.
- Promote your event via the Foundation's Facebook, Instagram and Twitter pages.
- Acknowledge direct contributions to the Englewood Health Foundation – see *How to Donate the Proceeds from Your Fundraiser for more information*.

Please note that while the Foundation may be able to provide guidance for your event, we are unable to provide administrative, logistical, legal, or financial assistance (e.g., distributing invitations, compiling RSVPs, etc.). If your event is approved, you should be prepared to provide all of the support necessary to organize and conduct it, including all funds required for the event.

Due to federal regulations and hospital policy, The Foundation is unable to:

- Advance monies based on anticipated revenue or be responsible for expenses related to the event.
- Provide mailing lists of donors, patients, volunteers, staff or vendors, or solicit sponsorship support on your behalf.
- Guarantee attendance of senior staff, volunteers, donors or patients at the event.
- It is the responsibility of the person or persons organizing the event to obtain all applicable permits, licenses and all insurance certificates that may be required for an event.

How to Donate the Proceeds from Your Fundraiser

To donate, please send a check made payable to Englewood Health Foundation:
Englewood Health Foundation, 350 Engle Street Englewood, NJ 07631

Please include a note stating that these are the proceeds from your event and the date on which the event was held.

If you will be sending in one check to cover all donations, be aware that the person whose name is on the check is the person who will receive an acknowledgment letter and the tax receipt. You must send a list of individual donors, along with their addresses and donation amount, if you would like everyone to receive an acknowledgment letter.

Please call the Foundation Office at (201) 894-3725 for more information.



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Community Fundraising Registration Form

Please complete form and email to foundation@ehmchealth.org or mail to:
Alison Davis • Englewood Health Foundation • 350 Engle Street • Englewood, NJ 07631

Name of Event Organizer _____

Phone _____ Email _____

What inspired you to host this fundraiser? _____

Event Description _____

Date of Event _____ Location of Event _____

Fundraising Goal \$ _____ Participant Registration Fee \$ _____

Would you like your event to be advertised on Englewood Health Foundation's community event calendar or through social media?

Yes

No

If yes, may we put your email or phone number on the posting so those who are interested in participating can contact you?

Yes

No

Thank you for your support!