

COMMUNITY FUNDRAISING GUIDE | Overview

Thanks to a strong and consistent culture of philanthropy, Englewood Health continues to advance its mission, delivering the highest quality compassionate care throughout the region.

Thank you for your interest in raising funds to benefit the 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 fundraising events and activities are subject to Foundation approval.

Requirements

- 1 Events and fundraisers must maintain the integrity of the Foundation brand in addition to maintaining public goodwill and trust.
- 2 The Englewood Health Foundation is not responsible for any costs associated with the event. Event organizers are solely responsible, and all funds raised must be submitted to the Foundation within one month following the fundraising event.
- 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 for use upon application approval.
- 4 Approved fundraising activities must be referred to strictly as “benefiting the Englewood Health Foundation.” Language such as “sponsored by” or “conducted on behalf of” is prohibited.
- 5 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 All fundraising activity shall comply with all state and federal laws and regulations. All agreements, contracts and permits required by city ordinances are the responsibility of the event organizer. Public gatherings may require special licenses and additional preparation time. *Please contact the New Jersey Division of Consumer Affairs for more information.*
- 8 Event organizers are responsible for all promotion and marketing associated with the fundraiser. The Foundation does not share its mail or e-mail lists with any individual or organization and is unable to send outreach on behalf of any organizer. Please see **Englewood Health Foundation Involvement** for ways in which we may be able to help promote the event.

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, the **Englewood Health Foundation** is able to support you in the following ways:

- Allow use of the Foundation logo in all marketing and promotional material, with prior approval
- Provide a letter of support 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 social media platforms
- Acknowledge direct contributions to the Englewood Health Foundation – see ***How to Donate the Proceeds from Your Fundraiser for more information***

Please Note: While the Foundation may be able to provide guidance for your event, we are unable to provide administrative, logistical, legal or financial assistance, including the distribution of flyers or invitations, managing outreach, compiling responses, etc. Once your event is approved, organizers must be prepared to provide all necessary support to market and conduct the event, including costs associated with the event.

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

- Advance funding 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 Foundation staff, volunteers, donors or patients at the event

It is the sole responsibility of fundraising event organizers to obtain all necessary and applicable permits, licenses and insurance certificates required.

How to Donate the Proceeds from Your Fundraiser

Following the conclusion of your fundraising event, please send the donation via check to:
Englewood Health Foundation • 350 Engle Street, Englewood, NJ 07631

All checks should be made payable to **The Englewood Health Foundation**.

Please include a note referencing the name and date of the event. If you will be sending in one check to cover all donations, be aware that the acknowledgement letter and tax receipt will be issued to the name on the check. If you require individual acknowledgement letters to all donors, you must send a list of individual donors along with their address and donation amount.

Please call the Foundation Office at **201.894.3725** for more information or with questions.

Community Fundraising Registration Form

Please complete this form and email to foundation@ehmchealth.org or mail to:

Director of Special Events and Community Giving
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

Phone _____ Email _____

THANK YOU
for your support!