



CONSIDERING A FUNDRAISER FOR THE MEMORIAL FOUNDATION?

Through the caring nature of the people of Central Washington, we are committed to making and keeping our community strong and healthy.

We are pleased to partner with you to raise funds for vital health care programs for the Memorial Family of Services.

Use this guide to answer some of the most frequent questions about how we can work together.

On our website, www.memfound.org under the "Get Involved" tab, you will find an application to host a community fundraising event, as well as "Steps to a Successful Fundraising Event".

Please help us maintain our integrity by carefully reviewing the enclosed materials and returning the application to us **at least 6 weeks prior to your event**.

Please note: There should be no use of our logo or name without express permission from our organization.

Before you begin. . .

To ensure enough time to acquire any needed permits, at least six weeks before your event date, turn in a completed event application to The Memorial Foundation. You will be contacted promptly.

Our brand name and logo are our greatest assets, and in order to protect and maintain them we must be fully aware of their usage by other partners. All promotional materials using our name or logo must be reviewed and approved before printing or release.

As the event organizer you will be solely responsible for obtaining permits, licenses, and liability insurance for your event. The Memorial Foundation must be named as an additional insured on your insurance certificate for the event.

All costs of promoting and staging the event is the organizer's responsibility.

What we can provide:

- A contact person for your questions.
- A letter of authorization to validate the authenticity of your event.
- Necessary logos, facts, and information about our programs you are supporting.
- Limited promotion on our website and social media venues.



We are not able to provide:

- Tax receipts to your patrons or sponsors.
- Event funding of any kind.
- Mailing lists of our patients, donors, or employees.
- Personnel, volunteers, costs of any portion of your promotion or event, or a place to hold your event.
- Ticket sales or printing
- News media at your event.

A word about legalities:

Washington State has strict compliance reporting laws.

Non-compliance may jeopardize our legal standing with state and federal agencies. Be sure to consult with the Washington State Gambling Commission well before you plan any raffles or other games of chance.

Promotional materials for your event must clearly disclose to the public the specific amount of money from the consumer's purchase that will be donated to The Memorial Foundation.

Proceeds of your event are to be delivered within 30 days of the event.

The Memorial Foundation accepts all charitable donations for the Memorial Family of Services, including:

- Children's Initiative
- Cancer Care Initiative
- End of Life Initiative
- Healthy Yakima Initiative
- Endowment Funds