



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. The following pages explain the ways you can set up, plan, and execute your own fundraising event that will raise money for The Memorial Foundation. Thank you for considering to partner with us to raise funding for vital health care programs for Yakima Valley Memorial.

Before you begin, review “Steps to a Successful Fundraising Event” at memfound.org

On our website, you will find an application to host a third party event, a link to our on line fundraising platform on www.JustGiving.com/campaign/the-memorial-foundation, as well as some general guidelines. 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.

Please help us maintain our integrity by carefully reviewing all materials and submitting the application to us **at least 3 weeks prior to your event.**

Please note: Our logo or name should not be used without express permission from our organization.

As you begin planning please keep in mind. . .

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

All promotional materials using our name or logo must be reviewed and approved before printing or release.

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 will be your responsibility.

What we can provide

- A contact person for your questions
- Tips for planning your event. (See next page)
- Guidance on using JustGiving.com, an online tool for you to showcase your event and set up an event website; as well as accept credit/debit donations that will be linked to your event.
- A letter of authorization to validate the authenticity of the event that shows you are fundraising for The Memorial Foundation.



- Necessary logos, facts, and information about our programs you are supporting
- Limited promotion on our website and social media venues
- Tour, pictures or briefing of the area for which you propose a fundraiser

What we cannot 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 Gaming Commission well before you plan any raffles or other games of chance.

<https://www.wsgc.wa.gov/regulation-enforcement/education/raffles>

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 Yakima Valley Memorial, including:

- Children's Initiative (Children's Miracle Network, Neonatal Intensive Care Unit, Pediatric Unit, Family Birthplace, and Children's Village)
- Cancer Care Initiative (Northstar Lodge, 'Ohana)
- Compass Care Initiative (Cottage in the Meadow, Home Hospice, Home Health, Palliative Care)
- Healthy Yakima Initiative (ACTS, Diabetes Prevention)
- Endowment Funds

Our Mission:
To advance and transform healthcare in our community