

Community Partner Sponsored Event Proposal Form

Thank you for considering The Memorial Foundation and Yakima Valley Memorial Hospital's programs as the recipient of the proceeds of your entity's charitable event or activity. For further guidelines for conducting your event please access our website at www.memfound.org. Please call The Memorial Foundation at (509) 576-5794 or complete and return this form to The Memorial Foundation, 2701 Tieton Drive, Yakima, WA 98902, and you will be contacted by a Foundation representative.

Because there are strict compliance and reporting laws in the State of Washington, the following are procedures for designating and publicizing Yakima Valley Memorial Hospital programs or The Memorial Foundation as your charity of choice and recipient of event proceeds. Failure to comply will jeopardize our legal standing with state and federal regulatory agencies, and could result in a suspension of fundraising authority for The Memorial Foundation.

All promotional and publicity materials relating to an event supporting Yakima Valley Memorial Hospital, Children's Village, 'Ohana, North Star Lodge, or other Memorial Family of Services as the designated charity must be approved by The Memorial Foundation. The Memorial Foundation can help obtain the necessary approvals, including the use of the Hospital logo, as well as provide updated facts and information about the Hospital that may be helpful in publicizing your event.

Please complete this form to register your event with The Yakima Valley Memorial Hospital Charitable Foundation (The Memorial Foundation): (Please allow at least four weeks for the review and approval process.)

Name of Entity planning the event: _____

Contact name: _____ Title: _____

Daytime Phone: _____ Fax: _____

E-mail: _____

Mailing Address: _____

City, State, Zip: _____

Name of proposed event: _____

Description of proposed event: _____

Date of event: _____ Time: _____

Location of event: _____

How event will generate money: _____

Proceeds to benefit: _____

Potential Sponsors/Underwriters: _____

Is this a recurring event: Yes No If, yes please explain: _____

Please Note: If you are holding a raffle with your event, please be aware that such an activity may need a special license and extra time to organize. It is the responsibility of the person(s) organizing the event to obtain the necessary state license (if applicable) and approvals needed for such a raffle. Contact the Washington State Gambling Commission for current regulations on operating raffles and games of chance.

It is also the responsibility of the person(s) organizing the event to obtain all applicable permits, licenses, and all insurance certificates that may be required for an event.

If you are planning to issue receipts for the charitable donation portion of the ticket price, this amount must be clearly identified and differentiated from "the fair market value" of the event. Products or tangible items such as the purchase of raffle tickets, admission tickets, greens fees, and goods, are not eligible as tax-deductible charitable donations.

The Memorial Foundation will acknowledge the organization, association, or corporation that has contributed the proceeds from an event to The Memorial Foundation for the full amount of the donation as allowed by law.

Signature & Title of individual responsible

Signature & Title of Memorial Foundation Representative

Date

Date