

**Guidelines for Conducting
Community Partner Sponsored Events to Benefit
Yakima Valley Memorial Hospital Charitable Foundation
(The Memorial Foundation)**

Thank you for your interest in benefiting The Memorial Foundation. Donations to The Memorial Foundation are allocated and distributed among Yakima Valley Memorial Hospital's Family of Services for vital programs in the Yakima community. Children's health programs, cancer care, home care and hospice, maternal health services, Neonatal Intensive Care Unit, healthy community programs, and more. For further information, call The Memorial Foundation at (509) 576-5794.

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.

Stated below are guidelines that may be useful as you consider conducting an event to benefit The Memorial Foundation. It will be necessary for you to first complete and submit a Community Partner Sponsored Event Proposal Form giving us certain information about the proposed event. (A copy of the form can be downloaded from our website.) Once the form has been submitted, it will be reviewed for approval. Please do not move forward with your plans until you have been notified of the approval. If your event is not approved, you will be provided an explanation.

Please note that while The Memorial Foundation may be able to provide guidance for your event, we are generally unable to provide administrative or logistical assistance for the event (e.g., distributing invitations, compiling RSVP's, selling tickets, sitting on committees, etc.) If the event is approved, you should be prepared to provide all of the support necessary to organize and conduct the event, including committing all funds required for the event.

Things to consider before you submit a Community Partner Sponsored Event Proposal Form:

The Community Partner Sponsored Event Proposal Form must be signed by you, and signed and approved by The Memorial Foundation President/CEO before you can begin planning or promoting the event.

You will be responsible for obtaining any necessary permits for the event, and for obtaining general liability insurance for your event. The Memorial Foundation, 2701 Tieton Drive, Yakima, WA 98902 must be named as additional insured on the liability insurance for the event.

If you conduct an athletic or sporting event, you must require all participants to sign a waiver/release and must retain those waivers/releases for an agreed upon period of time following the event.

All products or other items that will be sold at or in connection with the event must be non-controversial in nature.

The Memorial Foundation works with various sponsors in connection with events that we conduct. In order to ensure that there is no conflict with our sponsors, you must inform us of any potential event sponsors for your event before you secure them.

Other things to keep in mind:

You will need to be prepared to create and disseminate all publicity for the event.

All advertising and 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 (e.g., "\$10 of each ticket purchase," "10% of the sales price of this product," etc.)

If you are holding a raffle with your event, please be aware that such an activity needs 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 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.

The Memorial Foundation may passively promote the event by:

1. Including the event on our calendar of upcoming events
2. Providing a representative at the event for a check presentation

The Memorial Foundation cannot actively promote the event by:

1. Allowing the use of our donor mailing lists
2. Soliciting sponsorship or donations for the event
3. Endorsing the event, organizers or product
4. Allow use of the Foundation's tax ID number
5. Paying the event expenses
6. Reimbursing event expenses
7. Providing insurance for the event
8. Opening a bank account for the event
9. Allowing event fees or sponsorships to be paid directly to the Foundation
10. Providing volunteers to:
 - a. Serve on event organizing/planning committees
 - b. Serve in a leadership role at the event
 - c. Have decision-making authority at the event or over event operator
 - d. Sell tickets, accept admission fees or otherwise handle event proceeds

Making your donation:

It will be necessary for you to provide us with a check for the event proceeds, along with an accounting of the proceeds, within an agreed-upon time (e.g. 60 days) following the conclusion of the event.

Sponsors, underwriters, attendees and participants must make their payment for the event directly to you, as the individual or organization conducting the event. You cannot offer sponsors, underwriters, participants or attendees the option of writing their checks for the event directly to The Memorial Foundation for tax purposes, or otherwise allow them to make their event payment directly to The Memorial Foundation. You also may not make any other statement or take any action which would imply that those payments are tax-deductible.

If a sponsor, underwriter, attendee or participant is interested in making a donation directly to The Memorial Foundation (separate and apart from the event fee), we will be pleased to accept and acknowledge those donations.

We sincerely appreciate your desire to support The Memorial Foundation and our mission to improve the health of our community. Thank you for your interest and for understanding the requirements of this agreement as we carefully protect our non-profit status in order to continue to serve those in our community.