



### **Third Party Event Application**

*Children's Hospital Foundation improves the health of children through its support of research, education and clinical care at the Oklahoma Health Center. Children's Hospital Foundation is the only non-profit organization in Oklahoma whose sole focus is the advancement of pediatric research and education while supporting specialized clinical care for Oklahoma's children.*

*We appreciate your interest in holding a fundraising event to help us continue caring for Oklahoma's children. Below are our guidelines to help ensure a positive experience for all and to permit you to use the Children's Hospital Foundation name.*

1. Any fundraising event that involves the use of the Children's Hospital Foundation or Children's Miracle Network names or refers to the entities in any way **must be approved** by the Executive Director.
2. The "Fundraising Application Form" must be completed, filed and approved by Children's Hospital Foundation office before the event can occur.
3. **All advertising copy and promotional materials must be submitted to the Foundation for approval prior to production.** This includes invitations, news releases, public service announcements, posters, banners and flyers, as well as the use of the Children's Hospital Foundation/Children's Miracle Network Hospitals name or logo.
4. Use of the Foundation's name that in any way creates or implies liability for the event by the Children's Hospital Foundation or its agent is prohibited. **Only the following phrases may be used in promotional materials, invitations or advertising copy:**
  - a. "benefiting Children's Hospital Foundation"
  - b. "proceeds to benefit Children's Hospital Foundation"
  - c. "\_\_\_\_\_ percent of sales to benefit Children's Hospital Foundation"
5. **Children's Hospital Foundation cannot assist with solicitation efforts for donations, attendees or volunteers.**
6. Children's Hospital Foundation shall incur no costs for the event. All expenses, including liability insurance or underwriting, must be provided by the sponsoring organization.
7. Banners on loan for an event must be returned to the Foundation office no later than the next working day after the event. (Office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m.) If the banner is lost or destroyed, you will be responsible for replacing it at an estimated cost of \$200.
8. All donor checks should be remitted to Children's Hospital Foundation within 30 days of the event if Children's Hospital Foundation is holding the funds for the event organizers.
  - a. If event organizer is using CHF as an account holder, they must operate at a 25-30% expense ratio.

***Please sign and date to indicate that you have read and accept the above policies and procedures. Return this signed agreement with your application. Thank You!***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Event Organizer

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director

Register your event with Children’s Hospital Foundation. Complete the below application and email to [childrenshospitalfoundation@ouhsc.edu](mailto:childrenshospitalfoundation@ouhsc.edu)

**THIRD PARTY INFORMATION**

Name of group/organization planning event:

\_\_\_\_\_

Contact name: \_\_\_\_\_

Contact title: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Primary phone number: \_\_\_\_\_

Briefly describe your organization and its relationship to Children’s Hospital/Children’s Hospital Foundation/Children’s Miracle Network Hospitals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EVENT INFORMATION:**

Name of event: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Location/address of proposed event: \_\_\_\_\_

Is the event open to the public or is it by invitation only? \_\_\_\_\_

Ticket price: \_\_\_\_\_

Projected attendance totals: \_\_\_\_\_

Has the event taken place before? If so, when? \_\_\_\_\_

Briefly describe your event and how funds will be raised (ticket sales, pledges, sponsorships, auction, raffle, etc.).

\_\_\_\_\_

\_\_\_\_\_

**Children’s Hospital Foundation**

901 N. Lincoln Boulevard, Suite 305 | Oklahoma City, OK 73104 | Phone: 405-271-2260 | Fax: 405-271-1175

[www.chfKids.com](http://www.chfKids.com)

**EVENT PROCEEDS:**

How will expenses/cost of event be paid? By event organizer or out of proceeds? \_\_\_\_\_

On what date will the funds be distributed to Children’s Hospital Foundation?\_\_\_\_\_

Will your gift be restricted to a specific purpose or is it for area of greatest need?\_\_\_\_\_

Please list all businesses you plan to solicit for cash or in-kind support (products or services): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Would you like to make a check presentation at Children’s Hospital? \_\_\_\_\_

- **Make checks payable to Children’s Hospital Foundation, 901 N. Lincoln Blvd., Suite 305, Oklahoma City, OK 73104**
- **Donate proceeds online at [www.chfKids.com/donate](http://www.chfKids.com/donate)**

The organization hosting the event assumes all risks and liabilities associated with the event and hereby releases and holds harmless Children’s Hospital Foundation/Children’s Miracle Network Hospitals and its directors, officers, employees, agents, and successors, and assigns from and against any and all claims, damages, liabilities, costs and expenses, including reasonable attorney’s fees, arising out of or including, without limitation, any personal injuries or damage to property which may occur in conjunction with the event. CHF/CMNH participation as a beneficiary in no way implies a business agreement with any sponsors or committee members.

I agree on behalf of the organization that I represent that CHF/CMNH will receive all revenues from the event within 30 days of the event or within alternative terms mutually agreed upon. I agree that all printed materials and publicity for the event must be approved by CHF/CMNH prior to being released, printed, etc. and that I will abide by the Community Events Policies and Guidelines provided to my organization by CHF/CMNH.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Helpful Hints**

- ✓ Choose an effective planning committee.
- ✓ Establish event goals.
- ✓ Brainstorm ideas.
- ✓ Be sure to choose an event that complements CHF's mission to improve the health of children.
- ✓ Identify who is most likely to attend your event and support your efforts. Know your audience.
- ✓ Schedule the event date that takes into account school calendars, sports schedules, national holidays and other Children's Hospital Foundation events.
- ✓ Develop a budget. Be sure to try to get items donated. This will help to reduce your expenses.
- ✓ Be sure to turn in all your funds within 60 days of your event.
- ✓ Say thank you to those who participated or supported your event. Let them know what a difference they made and set the stage for them to return the next time you conduct the event.
- ✓ Let us know if you would like to borrow "banner on a roll," the Children's Miracle Network Hospitals hot air balloon, tablecloths with our logo on it or canisters to collect money.

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## **Guidelines**

### **EVENT APPROVAL**

- Any fundraising activity for the benefit of Children’s Hospital Foundation or Children’s Miracle Network Hospitals must be approved in advance by Children’s Hospital Foundation or Children’s Miracle Network Hospitals. A community event application should be completed and filed with Children’s Hospital Foundation or Children’s Miracle Network Hospitals no less than 45 days prior to the proposed event date.
- Events should complement our mission – to improve the health of children and convey a positive image of the hospital. Specific products of alcohol, tobacco, firearms or other products deemed harmful or inappropriate for children may not be promoted alongside or in conjunction with our brand. If event donations are derived from promotions of a product, the product must be non-controversial. All determinations of appropriateness under these guidelines are to be made by Children’s Hospital Foundation or Children’s Miracle Network Hospitals, at its sole discretion.

### **USE OF NAME AND LOGO**

- The appropriate name of the event beneficiary is Children’s Hospital Foundation (NOT Children’s Hospital).
- A minimum gift of \$500 must be guaranteed to us for use of the logo with any event or promotion.
- The Children’s Hospital Foundation or Children’s Miracle Network Hospitals logo may not be altered in typeface, color, configuration and/or position. Based upon utilization of the logo, we will provide the logo and logo standards to the event organizer. We must approve all uses of the foundation’s name and/or logo in advance of its reproduction, printing or disbursement – this includes advertisements, flyers, press releases, t-shirts, website content, Facebook postings, etc. Our branded stationery and letterhead are not available for use by third party organizations.
- In naming the special event, Children’s Hospital Foundation or Children’s Miracle Network Hospitals should not be used in the title, but instead listed as the beneficiary. For example, the event should not be referred to as the “Children’s Hospital Foundation Fishing Tournament.” Instead, it should be promoted as “Fishing Tournament to benefit Children’s Hospital Foundation.”

### **FINANCIAL AND LEGAL INFORMATION**

- Your organization may not state or imply that it is an agent, subsidiary, or partner, or that it holds any other business relationship with Children’s Hospital Foundation or Children’s Miracle Network Hospitals.
- We do not release our proprietary mailing lists to community organizations. Upon approval from leadership, we may choose to educate or inform select constituencies of fundraising events on a case-by-case basis. All communication to such individuals must originate from us.
- All community events must comply with all federal, state and local laws governing charitable fundraising, raffles, gift reporting and special events. The event organizer(s) is responsible for obtaining any necessary permits, licenses and clearances, required by the government. The organizer(s) must also obtain appropriate insurance coverage, if necessary.
- If the organization plans to solicit contributions, sponsorship or in-kind gifts from businesses (local or national), the list of potential business sponsors must be submitted and approved by Children’s Hospital Foundation before being approached in any way. Please remember that many local organizations have a long-standing history of involvement with us.
- The sponsoring organization must submit event proceeds to us within 60 days of the scheduled event. Only the net amount (final net proceeds from the event) should be processed by us.

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- Checks should be made out to Children’s Hospital Foundation or Children’s Miracle Network Hospitals. Proceeds should be mailed or delivered to: Children’s Hospital Foundation or Children’s Miracle Network Hospitals, 901 N. Lincoln Blvd., Suite 305, Oklahoma City, OK 73104
- Children’s Hospital Foundation is authorized to have complete access to all fundraising activities and is authorized to audit such records at completion of the fund raiser or at any time during the fundraising activity as deemed necessary by us. Under no circumstances may an individual keep any portion of the proceeds as profit or compensation for organizing the event.
- When beneficiary status of an event is to be shared between us and other organizations, we must have the opportunity to approve beneficiary status. All beneficiaries of an event should be listed on invitations and in publicity and promotional materials.
- The event organizers must seek approval from Children’s Hospital Foundation to repeat the event in each succeeding year.

## **DETAILS**

With limited staff and resources, we cannot provide support for all fundraising activities and appreciate your gifts of time and talent to help augment our efforts. Unfortunately, we cannot:

- Provide our mailing list of donors, board members, sponsors, vendors, past supporters, medical staff, volunteers, employees or other affiliated constituencies.
- Solicit sponsorship revenue or auction items or prizes on behalf of your fundraising event
- Distribute event fliers, posters or other promotional materials within The Children’s Hospital
- Provide insurance for your event
- Assume responsibility for promoting, publicizing, or selling tickets to your event
- Offer funding or reimbursement for expenses
- Allow you to host a raffle under Children’s Hospital Foundation.
- Guarantee staff, volunteer or patient family attendance at your event.

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