



RIDGE MEADOWS  
HOSPITAL FOUNDATION  
SUPPORTING THE BEST IN HEALTH

### Special Event Policies

Special Events are a very important part of the fundraising activities of Ridge Meadows Hospital Foundation. Beyond the funds raised during special events, these events generate important awareness about the hospital and the foundation.

In order to ensure special events have a positive impact on the Foundation's public image, Ridge Meadows Hospital Foundation's requirements shall be met by all groups wishing to conduct events on behalf of the hospital.

1. Written permission through the Foundation Executive Director is required in order to use the name of Ridge Meadows Hospital and/or Ridge Meadows Hospital Foundation for publicity and fundraising purposes by community groups and individuals.
2. All staffing and volunteers for the special event/promotional campaign will be provided by the sponsoring organization unless otherwise agreed in writing.
3. As a guideline, all events intended as fundraiser shall net minimally 50% of the gross income.
4. All copy for advertisements, point of purchase materials and other event-related promotional materials used by a sponsoring organization will be approved by Ridge Meadows Hospital Foundation prior to use.
5. Ridge Meadows Hospital Foundation will incur no costs associated with special events that are sponsored by an organization unless otherwise agreed in writing to the special event/promotional campaign.
6. Recognition for the sponsoring organization's donation to Ridge Meadows Hospital Foundation will be in accordance with the Foundation's established Donor Recognition Policy. In order to ensure appropriate recognition we request a complete list of participants and donors, including donations for auction items and prizes, be submitted to Foundation office.
7. The proceeds of the special event will be presented to Ridge Meadows Hospital Foundation in a timely manner following the special event unless otherwise agreed in writing. All monetary transactions for the special event/promotional campaign will be handled by the sponsoring organization unless agreed to in writing prior to the event.
8. Ridge Meadows Hospital Foundation does not provide access, loan or give out its mailing list for any special event/promotional campaign.
9. Ridge Meadows Hospital Foundation will not partner with nor support events that promote the use of alcohol or tobacco; endorses a political party or candidate or appears to endorse a political agenda; discriminates against any person or group based on gender, race, class, economic status, ethnic background, sexual orientation, age, physical ability, and cultural and religious backgrounds.

Please sign below to acknowledge acceptance of the above guidelines.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Sponsor/Agent

*Thank you for your support!*