

Good Samaritan Foundation

Guidelines for Fundraising Events

Thank you for your interest in producing a fundraising event to benefit Good Samaritan. Our hospital is fortunate to be the recipient of funds raised through community initiatives and special events planned by businesses and organizations. As we depend on philanthropy to make Good Samaritan great, your help in raising funds is appreciated!

Please review the following guidelines to be sure your event meets our requirements and submit an application for approval. Contact our office with any questions at 253-697-5090. We look forward to working with you!

General Guidelines –

- To avoid competition or conflict between events (including those presented by Good Samaritan Foundation), and in order to maintain goodwill by not over saturating our community, all events must be approved in writing by Good Samaritan Foundation.
- Applications for events should be submitted with as much lead time as possible; at least six weeks prior to event is ideal.
- The sponsoring organization must be in good standing in the community and the event must promote the missions of Good Samaritan Hospital and Foundation in a positive manner.
- The event must comply with all relevant laws, including the Washington State Charitable Solicitations Act, Chapter 19.
- The sponsoring organization must obtain all necessary permits, licenses and insurance and provide copies to the Foundation with the application. (Includes but is not limited to raffle permits, liquor licenses, fire permits).
- When approaching businesses and corporations for support, note that many local organizations are already involved with Good Samaritan Foundation and may not wish to extend further support. To avoid conflict, clear any/all businesses with Foundation staff before approaching with sponsorship or procurement requests.
- The sponsoring organization agrees to indemnify and hold harmless MultiCare Health System, Good Samaritan Hospital, Good Samaritan Foundation, and all its officers, directors and employees from any and all claims and liabilities in any way related to the event.
- If circumstances warrant, Good Samaritan Foundation may at any time direct that the event be cancelled and upon such instruction, you release Good Samaritan from all liability and connection to any such action.

Marketing Guidelines –

- Before using any form of the Good Samaritan or MultiCare name, logo and/or images in public announcements or promotional material, approval must be received from Good Samaritan Foundation, in conjunction with MultiCare's marketing department. (This includes but is not limited to press releases, invitations, and posters.)
- Decisions about Good Samaritan supported media support will be made on a case by case basis. In most cases, media coverage will be the responsibility of the sponsoring organization.

- While Good Samaritan Foundation will support the promotion of your event, the Foundation will not and does not provide any personal or mailing information of its donors, sponsors or employees for solicitation purposes. No mailing lists will be provided.
- The sponsoring organization should not depend on Good Samaritan staff or volunteers to assist with ticket sales, raffle sales or sponsorship solicitation in conjunction with the event.
- Good Samaritan Foundation reserves the right to selectively promote the event among hospital employees.
- Good Samaritan may provide a representative to attend/speak at the event; decisions will be handled on a case by case basis and as calendars allow.
- With advance notice, Good Samaritan Foundation may be able to provide limited support with printing and marketing.
- Good Samaritan Foundation will recognize sponsoring organizations for their support in our Annual Report, and quarterly newsletter.

Financial Guidelines –

- One hundred percent of the net proceeds from the event must be donated to Good Samaritan Foundation. If less than 100% of the proceeds are not coming to the Foundation, prior arrangements must be made.
- Total expenses for your event must be less than 50% of the total raised.
- The sponsoring organization is responsible for all expenses incurred by the event.
- The sponsoring organization must be in compliance with IRS regulations, which require that all tickets, invitations and/or entry forms state what portion of the contribution is tax deductible.
- If the budget for the event is in excess of \$10,000, a separate bank account should be established. The title of the account should include language “to benefit Good Samaritan Foundation”. Only event expenses may be deducted from this account, and all donations are to be held in trust for Good Samaritan.
- A check(s) made payable to Good Samaritan Foundation should be delivered to 402 15th Ave SE Suite 101 Puyallup, WA 98372 no more than 45 days after the conclusion of the event. Verification of actual expenses and revenue must be submitted upon request.
- Arrangements can be made for a personal check presentation.

I have read the above in full and agree to follow the guidelines set forth.

Signature Date

Printed Name

Sponsoring Organization/ Business Name & Address

Please keep one copy of these Guidelines for your reference and return the other copy with your completed application.