



## Guidelines for Fundraising Events

For every event not previously authorized, the Special Events Proposal form with a detailed description of the event should be submitted for approval 30 days prior to the date of the event. A separate form must be submitted for each new event.

- Please do not make any public announcement or promote the event until you receive permission from the Foundation.
- Once your proposal is approved, printed materials and other information should state “proceeds will benefit Seattle Children’s Hospital.” Seattle Children’s does not advance monies or solicit sponsorship revenue for outside fundraising activities.
- When approaching businesses and corporations for assistance with the event/promotion, **please clear all contact with a particular business with Seattle Children’s before an approach for support.** Please remember that many local organizations are already involved in supporting Seattle Children’s and may not wish to make additional donations.
- All community fundraising projects that require promotional visibility **must have all promotional materials** reviewed and approved **before** they are used.
- If circumstances warrant, Seattle Children’s may opt out as the beneficiary of the event/promotion at any time with no obligation.
- The hospital is unable to provide volunteers to help support a special event or to assist in ticket sales.
- All necessary permits and certificates of insurance required by City Ordinance or otherwise will be the responsibility of the third party fundraising group.
- For confidentiality purposes, Seattle Children’s does not release donor, volunteer, employee, physician or other mailing lists for the purpose of additional solicitation of funds by outside groups.
- Publicity and/or promotional materials may only state that an event is “sponsored by (your organization’s name) for the benefit of Seattle Children’s Hospital.”
- Ideally, in order for Seattle Children’s to agree to participate in the event, expenses must not exceed 1/3 of the gross revenue. Seattle Children’s has the right to require a minimum guaranteed donation on a case by case basis.
- You may not conduct a raffle drawing as part of your event without obtaining a raffle license. To obtain a license, you must be a non-profit organization for one year. For more information, please contact the Washington State Gambling Commission at 1-811-345-2529 or [www.wsgc.wa.gov](http://www.wsgc.wa.gov).
- Within 45 days of the fundraising event/promotion, please send a final accounting of income and expenses along with your check to the foundation. We will also need contact information for individuals and organizations that need receipts for tax purposes (this includes in-kind donations and gifts of \$25 or more). Checks made payable to Seattle Children’s Foundation and mailed to Seattle Children’s Foundation PO Box 50020, M/S S-200, Seattle, WA 98145-5020.