

The Foundations of Hawaii Pacific Health Fundraising Guide

Thank you for your interest in supporting the medical care provided to kids and families at the hospitals of Hawaii Pacific Health through a fundraising initiative.

Please submit a fundraising application to The Foundations of Hawaii Pacific Health prior to your fundraiser.

At Hawaii Pacific Health, we seek to improve the health of Hawaii's people through funding of medical care, health education, equipment, and research. We are grateful to the many individuals, organizations, and community groups who organize and coordinate events and activities throughout the community and choose to donate their proceeds to the hospitals of Hawaii Pacific Health. No matter how large or small, these initiatives are invaluable to the overall fundraising efforts of Hawai'i Pacific Health's hospitals.

How you can help

You can raise funds through a fundraising activity, such as a(n):

- Cause Marketing Campaign
- In-Store Event
- Employee Giving Campaign
- Event hosted by your organization

Events include:

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| • Bake sale | • Donation in lieu of gifts | • Golf tournament |
| • Bowling tournament | • Dress down day | • Jeans day |
| • Car wash | • Employee Giving Campaign | • Live auction |
| • Coin collection | • Fun Run | • and More |
| • Concerts | | |

The Foundations of Hawaii Pacific Health can support your event in many ways including, but not limited to:

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| • Thank you cards | • Kapi'olani signage | • Video stories |
| • Fact sheet handout | • Donation forms | • Social Media |
| | • Event promotion | • Provide speakers |

Guidelines for Fundraising Event and Promotions

There are many fun ways you can raise funds for Kapi'olani Medical Center for Women & Children, Straub Medical Center, Pali Momi Medical Center, and Wilcox Medical Center. Our Foundations have fundraising guidelines you should consider before you create your fundraising activity.

- Printed materials and other messaging should state that your event is benefiting the hospital, example "Proceeds will benefit Kapi'olani Medical Center for Women & Children" or "75% of proceeds will benefit Pali Momi Medical Center"
- If you plan to approach businesses and corporations for support (sponsorship, in-kind gifts, promotion, etc.) please provide a list of prospective contacts to The Foundations of Hawaii Pacific Health before soliciting donations on our behalf. Many local organizations may already be supporting and we want to avoid multiple requests to our partners. We may also have suggestions about your solicitations based on our experience with different companies.
- Due to confidentiality commitments, The Foundations of Hawaii Pacific Health is unable to release donor, volunteer, employee, physician or other mailing lists for the purpose of solicitation of funds or participation in your event or project.
- If circumstances warrant, The Foundations of Hawaii Pacific Health may opt out as a beneficiary of the event/promotion at any time with no obligation.
- Within 45 days of your completed fundraising event/promotion, please send a final accounting of income and expenses along with your proceeds to The Foundations of Hawaii Pacific Health. Please also include contact information for individuals and organizations that need receipts for tax purposes (this includes in-kind donations of \$50 or more).
- Your fundraising group is responsible for recruitment of volunteers to support your event.
- All necessary permits and certificates of insurance required by city ordinance or otherwise is the responsibility of your fundraising group.
- Logo usage is subject to approval of The Foundations of Hawaii Pacific Health.
- All commercial fundraising partners must complete The State of Hawaii Attorney Generals Commercial Co-Venturer and Charitable Organization form to be submitted prior to the partnership.
- In addition, it is the event organizer's responsibility to manage the logistics, and ultimately for the success of the fundraising activity.
- Unfortunately Hawai'i Pacific Health cannot purchase items to re-sell, provide our donor lists for third party use, hold fundraising events at the hospital, issue tax receipts other than as allowed under IRS Guidelines, or support an event where less than 100% of the net proceeds benefit our hospital.
- The Foundations of Hawaii Pacific Health is unable to advance monies, solicit sponsorship, or sell tickets on behalf of your group.

Fundraising Application

We ask that you complete this application form and submit it to The Foundations of Hawaii Pacific Health for approval a minimum of one month prior to your proposed fundraiser. Your application must be approved by The Foundations of Hawaii Pacific Health prior to publicizing or holding an activity on our behalf.

Contact Information

Name of organizer(s): _____

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____

Email: _____

Fundraising Activity Information

Activity/Event Name: _____

Supporting (circle one): **Kapi'olani** **Pali Momi** **Straub** **Wilcox**

Description: _____

Date: _____ Time: _____

Location: _____

How will you raise funds through your activity (ticket sales, donations, auction, etc.)?

How will you promote your activity? _____

Total expected proceeds/donation? \$ _____

Does your organization plan to use any of the hospitals of Hawaii Pacific Health's name in your printed material and in your publicity? YES NO

All materials featuring the name and/or logo of the hospital(s) must be approved by the Foundation PRIOR to publication.

I have read and agree to follow the above guidelines:

Signature/Sponsoring Organization

Date

Submission

Your completed application can be submitted to:

Amanda Price - Director, Annual & Corporate Giving
The Foundations of Hawaii Pacific Health
55 Merchant Street, Suite 2600
Honolulu, HI 96813
Phone: (808) 535-7157 • Fax: (808) 535-7111
Email: amanda.price@hawaiiapacifichealth.org

Thank you!

We recognize how much time and energy it takes to create a successful fundraising event. Thanks to your efforts, the hospitals of Hawaii Pacific Health can provide world-class care for our community. Your support helps to fund innovative health programs, specialized life-saving equipment and advanced pediatric research and education. Thank you for embracing the power to hope, help and heal.