

NORTHEAST FOUNDATION

Third Party Fundraising Information Packet

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NorthEast Foundation

www.GiveNorthEast.org

Commonly Asked Questions

“What is a Third Party Fundraiser?”

A third party fundraising event is when a business, organization, community group, school or individual hosts an event or program to benefit the NorthEast Foundation. It is planned and executed independently of the NorthEast Foundation.

“Why should I have a Third Party Fundraiser for the NorthEast Foundation?”

The NorthEast Foundation's sole purpose is to support 10 major areas of Carolinas Healthcare System NorthEast. Patient need is great and to meet the demand for exceptional healthcare close to home, the hospital relies on philanthropic support of our community to continue to provide infrastructure, technology, equipment and educational programs. In addition, you get to designate which of the 10 areas your fundraiser will support.



“I want to organize a fundraiser for the NorthEast Foundation but I’m not sure what to do.”

Listed below are some ideas of the many ways you can help raise funds and awareness for the NorthEast Foundation. This list is by no means concrete, let your creativity guide you!

- **Collect Donations:** Set out collection canisters next to cash registers to encourage your customers to help you support the Foundation.
- **Host a fundraiser:** Host a benefit concert, have a bake sale, a car wash or donate a percentage of a designated night's profits, be creative!
- **Designate the NorthEast Foundation as the beneficiary for your event:** If your business or organization hosts an annual event generating funds, consider donating a portion of the proceeds.

“What can the NorthEast Foundation do to help with my fundraiser?”

There are limits to how we can help. Below is a list of some of the things we may be able to provide, including:

- Limited volunteers
- Promotion through the NorthEast Foundation website, Facebook and Instagram accounts
- Materials such as brochures about programs and services of the Foundation
- A representative from the NorthEast Foundation attending your event

The event sponsor is responsible for all details of the event including:

- Underwriting all of the related costs
- Printing of all materials
- Creating flyers to publicize the event
- Working at the actual event

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Third Party Fundraiser General Guidelines

1. Organizers must submit the Third Party Fundraising Form included in this packet.
2. Any promotion of the event must avoid statement or appearance of the NorthEast Foundation endorsing any product, firm, organization, individual or service.
3. The NorthEast Foundation must approve all promotional materials, including but not limited to advertising, letters, brochures, flyers and press releases prior to production or distribution.
4. All promotional materials must clearly state the percentage of proceeds to benefit the NorthEast Foundation.
5. Event organizers are responsible for obtaining all permits especially those for raffles and/or games of chance.
6. Event organizers must obtain their own liability insurance to cover the event.
7. Under no circumstances should third-party event revenue and expenses flow through the NorthEast Foundation books. Only the final net proceeds from the event are to be processed by the NorthEast Foundation.

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Third Party Fundraising Form

This form serves as an agreement between the fundraiser and the NorthEast Foundation for the purpose of setting forth the terms and conditions of our relationship in respect to the fundraising program described below. Please return to this form to the NorthEast Foundation.

Sponsor Information:		
Name of sponsoring organization(s):		
Sponsor Address:		
City:	State:	Zip:
Sponsor Organization's Phone:		Fax:
Sponsor Organization's Email:		
Web Address (If Available):		
Contact Information:		
Contact Name:		
Contact Organization:		
Contact Address:		
Contact City:	State:	Zip:
Contact Phone:		Fax:
Email:		
Event Information:		
Name of Event:		
Location of Event (Include Address if Possible):		
Description of Event:		
Date/Time/Duration:		
Please record any other pertinent information on the reverse of this fundraising form.		