

Mercy Health Foundation Third Party Fundraising Guidelines

Thank you for your interest in planning an event or activity to benefit Mercy Medical Center. Philanthropic contributions such as yours help us meet the needs of our community and further the mission of the Sisters of Mercy to heal and to serve. In order to assure that fundraising activities that are promoted to benefit Mercy Medical Center are consistent with our mission and standards, any individual, corporation or organization planning an event is asked review our guidelines to complete an information form prior to beginning the activity.

Guidelines and Important Information

EVENT PLANNING

Please let us know about your proposed event as soon as possible. Allowing sufficient time between community based events maximizes involvement, enthusiasm, and attendance. Approval of an application for a project should not be considered a commitment from Mercy Health Foundation to contribute resources or funds or staff time to the activity.

LOGO and NAME USE

All events to support Mercy Medical Center should receive advance approval from Mercy Health Foundation. Mercy Health Foundation must review all promotional materials in which Mercy's name is mentioned before they are used. We ask that you wait to publically announce or promote your event until we've had a chance to confirm it. The Mercy Medical Center brand, logo, and name cannot be reproduced without written permission.

SPONSORSHIPS

Mercy cannot provide contact information for corporate sponsors, donors, or other supporters for solicitation purposes.

IN-KIND SPONSORSHIPS

In-kind sponsorships are defined as a donation of a product or service. Mercy cannot solicit in-kind sponsors for your event or provide in-kind support from Mercy Medical Center.

LICENSE

If there will be games of chance during your event, you are responsible for securing the required licenses or permits.

FINANCIAL INFORMATION

We suggest that event expenses be less than 50% of the total raised. Mercy Health Foundation is not responsible for any debts incurred as a result of your event or activity and is not to be held accountable for any costs.

Mercy's tax exemption information cannot be used by other organizations for the purpose of third party fundraising events or activities

**NAME OF ORGANIZATION (OR INDIVIDUAL)
HOSTING EVENT OR FUNDRAISER:**

CONTACT NAME: _____

TITLE: _____

PHONE: _____

EMAIL: _____

NAME OF EVENT: _____

DESCRIPTION OF EVENT: _____

DATE OF EVENT: _____

TIME: _____

LOCATION: _____

HOW WILL THE EVENT BE PROMOTED? _____

HOW MANY PARTICIPANTS ARE EXPECTED? _____

AGREEMENT: _____

I have read the guidelines and agree to abide by all of the guidelines.

Signature of Officer of Organization

Printed Name

Title

Date

We request that the information be submitted 30 days prior to the scheduled event. Forms can be emailed to carmel@mdmercy.com or mailed to:

Mercy Health Foundation
301 St. Paul Place
Baltimore, MD 21202