

Community-Hosted Activity/Event Guidelines

Longs Peak Hospital Foundation (“foundation”) is grateful for your commitment to organize a fundraiser to benefit our hospital/clinics. In order to maximize the success of your event, please review the following information.

Promotion

- All promotional materials regarding your event must be approved in advance of publication and clearly state that it is an independent fundraiser to benefit Longs Peak Hospital Foundation.
(*Example: “100% of the proceeds benefit the Longs Peak Hospital Foundation XXX Fund”*)
- You are responsible for marketing, writing/designing, replicating and distributing press releases, PSA’s, social media, invitations, ads, posters/flyers, invitations, etc. The foundation may be able to assist with promotion internally—we are happy to discuss options.

Income and Tax Guidelines

- All collection and processing of proceeds is the responsibility of the event host.
- Due to IRS guidelines, the foundation cannot receipt individuals for any event where goods or services are received, including registration fees or auction items. Sponsors cannot be promised goods or services in exchange for their sponsorship.
- Federal tax laws disallow usage of the Longs Peak Hospital Foundation sales tax exemption number or federal employer identification number by outside entities when purchasing any goods or services from suppliers or vendors.

Expenses

- You must make arrangements for payment of all expenses associated with the event; the foundation cannot pay expenses or reimburse the host. You may cover expenses for the event from the proceeds, but they must be removed prior to submitting total amount raised to the foundation.

Sponsorships

- To ensure that we do not duplicate fundraising efforts and that we’re approaching donors in a coordinated fashion, please submit a list of any entities you intend to solicit for sponsorship/financial underwriting for the event for our review. The foundation cannot solicit sponsors/underwriters on behalf of your event.

Liability

- UCHealth and/or the Longs Peak Hospital Foundation cannot assume liability for the event and will not be contractually bound in anyway.

Foundation Resources

- Due to limited resources, Longs Peak Hospital Foundation cannot commit to attendance at your event, but should you request a representative, we are happy to check our schedules.
- Given privacy considerations, the foundation cannot disclose our mailing list, nor promote the event through our mailing list.

Frequently Asked Questions

Can I reference Longs Peak Hospital Foundation and use your logo to promote my event?

Yes, we just need to approve all printed materials in advance of publication.

Can you give me lists of supporters or potential event sponsors?

Our mailing lists of donors, patients, physicians, staff and vendors are confidential. We cannot solicit these groups for your event.

Can Longs Peak Hospital Foundation pay for some of my expenses?

We cannot assume any responsibility for your event expenses. Your event costs should be deducted from the funds raised prior to sending your donation to us.

Will you provide staff support in the planning of the event or for the day of the event?

Due to staff and time constraints, we cannot serve on planning committees or manage your event. We may be able to send a representative to the actual event.

Can Longs Peak Hospital Foundation provide a speaker for the day of the event?

We may be able to assist in collaborating with the benefitting department to provide a representative at your event.

Can Longs Peak Hospital Foundation provide me letters and receipts for my supporters?

Per IRS guidelines, we can only acknowledge direct contributions to Longs Peak Hospital Foundation.

What if I have more questions?

Please contact Ashley at 720.718.3015 or Ashley.Kasprzak@uchealth.org.

Thank you for choosing Longs Peak Hospital Foundation as the beneficiary of your fundraising!

I acknowledge receipt and compliance with respect to these guidelines. Any amendments must be made in writing and acknowledged by both parties. Executed this _____ day of _____, 20_____.

Event Name

Event Date

Printed Host's Name

Host's Signature

Longs Peak Hospital Foundation:

Erica J. Siemers, Regional Executive Director

Please return to:

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