

NorthShore University HealthSystem Foundation

Community Partner Fundraising Events

Gather your friends and family to run a 5K, enjoy a dinner party or a game night – all while raising funds for NorthShore University HealthSystem (NorthShore).

Community Partner Fundraisers provide valuable philanthropic support for specific causes or clinical areas at NorthShore that are most important to you. By individuals and groups donating their time and resources, we have the power to transform lives in very real ways.

Please contact Elaine Van Dusen at (847) 926-5003 or evandusen@northshore.org for more information.

Organizing a Successful Community Partner Fundraising Event

- 1. Review the Community Partner Fundraising Event Policies and Guidelines (on page 2)**
- 2. Contact NorthShore Foundation to discuss the event**
Any fundraising activity using NorthShore University HealthSystem's name or logo needs to be approved by NorthShore Foundation. Please contact Elaine Van Dusen at (847) 926-5003 or evandusen@northshore.org to further discuss your plans.
- 3. Identify a date, your audience, goals and budget**
- 4. Gather friends & family to help promote and publicize**
- 5. Enjoy the big day & thank participants for their support!**

NorthShore University HealthSystem Foundation

Community Partner Fundraising Event Policies and Guidelines

Since 1891, NorthShore University HealthSystem (NorthShore) has worked to preserve and improve human life while helping everyone in our communities to be their best. We ask that you be respectful of our mission and that you kindly adhere to the following guidelines when planning your event.

1. Events should be compliant with the mission and image of NorthShore.
2. The event organizer is responsible for the organization and execution of the event, and must obtain any necessary permits, licenses or insurance.
3. NorthShore must have some presence and/or exposure at the event (e.g. informational materials or reference of NorthShore as the beneficiary of the event).
4. NorthShore can be identified only as the beneficiary of the event, and not as the host or co-host.
5. NorthShore should be informed if there are additional beneficiaries of the event.
6. All checks for event proceeds or outright donations must be made payable to NorthShore University HealthSystem or NorthShore University HealthSystem Foundation.

How NorthShore can assist with a Community Partner Fundraising Event:

1. Provide signage, brochures and informational literature about NorthShore – Edward-Elmhurst Health, NorthShore Foundation, as well as clinical areas.
2. Provide and approve the use of the NorthShore logo.
3. Assist with creating an online donation page that can be shared out, with donations earmarked directly to the funding cause selected.
4. Send acknowledgement receipt letters for donations received directly through the NorthShore-created event website or sent directly to NorthShore Foundation via check.

Services NorthShore *does not* provide to Community Partner Fundraising Events:

1. NorthShore University HealthSystem's tax exemption number.
2. Receipt letters for individual contributions NOT made directly to NorthShore.
3. Receipt letters for in-kind donations obtained for Community Partner Fundraising Events.
4. Insurance of liability coverage.
5. A mailing list of NorthShore donors or vendors.
6. NorthShore University HealthSystem or NorthShore University HealthSystem Foundation stationery.
7. Funding or reimbursement for your expenses.
8. Guaranteed attendance of NorthShore representatives or volunteers (although we will do our best to have someone from NorthShore at your event pending request).