



NorthShore Hospitals 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 Endeavor Health NorthShore Hospitals.

Community Partner Fundraisers provide valuable philanthropic support for specific causes or clinical areas at NorthShore Hospitals 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 Hospitals Foundation to discuss the event**
Any fundraising activity using Endeavor Health's or any NorthShore Hospital name or logo needs to be approved by NorthShore Hospitals 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 Hospitals Foundation

Community Partner Fundraising Event Policies and Guidelines

Endeavor Health NorthShore Hospitals work to help 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 Endeavor Health NorthShore Hospitals.
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 Hospitals must have some presence and/or exposure at the event (e.g. informational materials or reference of NorthShore Hospitals or Endeavor Health as the beneficiary of the event).
4. NorthShore Hospitals (any individual hospital) can be identified only as the beneficiary of the event, and not as the host or co-host.
5. NorthShore Hospitals Foundation 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 Hospitals Foundation.

How NorthShore Hospitals Foundation can assist with a Community Partner Fundraising Event:

1. Provide signage, brochures and informational literature about Endeavor Health NorthShore Hospitals, NorthShore Hospitals Foundation, as well as clinical areas.
2. Provide and approve the use of the Endeavor Health 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 Hospitals Foundation-created event website or sent directly to NorthShore Hospitals Foundation via check, cash, credit card, stock, or wire gifts.

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

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