



**Hospice Foundation of Western New York**  
**Hospice Helpers Fundraising Guidelines**

- ◆ The guidelines for any **Hospice Helpers Special Event** (i.e. golf tournaments, walks, dances, etc.) or **Fundraising Activity** (i.e. raffles, dress down days, proceeds from admission/sales, etc.) are as follows:
  - All organizations/groups must submit a **Hospice Helpers Application Form**, providing all necessary information including all targeted donations and sponsorship requests, inclusive of media, and a main contact person for your organization/group.
  - This application **MUST** be returned to the Hospice Foundation at least four weeks prior to the event / activity.
  - Upon receipt of the application, the Hospice Foundation will review, and approve or decline Hospice's participation.
  - The Hospice Foundation will notify the organization/group of its decision.
  - If the Hospice Foundation decides to decline its participation, the organization/group cannot use Hospice's name or logo.
  
- ◆ Acceptance is based on the following **four criteria**:
  1. Time frame, in relation to Hospice Foundation activities.
  2. Cost to raise a dollar.
  3. Mission of Hospice Buffalo.
  4. Discretion of Hospice Foundation Board of Trustees.
  
- ◆ Upon notification of acceptance from the Hospice Foundation, the organization/group must:
  - Inform the Hospice Foundation of major changes (i.e. date, time, etc.).
  - Provide the Hospice Foundation with a written request for volunteers, signage or artwork.
  - When using the Hospice Foundation logo, or any Hospice agency logo, proof must be approved by the Hospice Foundation.
  - Provide the Hospice Foundation with a copy of any promotional materials (i.e. brochure, flyer, poster, etc.).
  - Checks should be made payable to the community group, expenses should be paid by the group and net proceeds are then donated to the Hospice Foundation.
  
- ◆ To help your organization/group with your event or activity, Hospice will provide:
  - Hospice Foundation logo for inclusion on print pieces.
  - Speaker for event, if applicable.
  - Volunteers to assist, if necessary.
  - "I support Hospice" stickers for organizer to wear, if desired.
  - If your event raises \$250 or more, we will list it in the Hospice newsletter, Dateline.
  - Promotional consultation (i.e. help with press releases and media alerts if desired).

**Please Note:** The Hospice Foundation reserves the right to withdraw from the event at any time. Should you have any questions regarding our guidelines, please call 686-8090.

**MISSION STATEMENT**

*The mission of the Hospice Foundation is to accept, administer, and invest all charitable funds on behalf of The Center for Hospice & Palliative Care, support the work of the Center for Hospice & Palliative Care, and to solicit funding for future needs.*