Third Party Fundraising Proposal Package

Thank you for considering the University of Tennessee Medical Center and UT Graduate School of Medicine as a beneficiary of your fundraising activities. The University of Tennessee Medical Center (UTMC) and UT Graduate School of Medicine (UTGSM) Office of Development appreciates your efforts to help us support the mission of UTMC and UTGSM to serve through healing, education and discovery.

This packet contains the following information:

1. A copy of UTMC and UTGSM Office of Development Policies and Procedures for third party fundraising activities. Please review these policies and procedures carefully. Upon approval of your proposal, the Policies and Procedures become part of your agreement with the UTMC and UTGSM Office of Development and you will be responsible for complying with them.

2. A Third Party Proposal Form. This form should be completed, signed by an authorized representative of your organization and returned to the UTMC and UTGSM Office of Development as soon as possible.

3. A Third Party Financial Summary Form. This form should be completed and returned to the UTMC and UTGSM Office of Development within thirty (30) days following the event/campaign.

As a final note, although UTMC and UTGSM Office of Development actively encourages third party fundraising events and campaigns, we must approve all events and campaigns in advance. This is an important safeguard in preserving the integrity of the name and reputation of UTMC and UTGSM, as well as our commitment to donors. We appreciate your interest in fundraising for UTMC and UTGSM, and we look forward to working with you!

Please contact us with any questions you may have.

University of Tennessee Medical Center and UT Graduate School of Medicine
Office of Development
2121 Medical Center Way, Suite 110
Knoxville, TN 37920
Phone: 865.305.6611
Fax: 865.305.6619
Email: development@utmck.edu
The University of Tennessee Medical Center and UT Graduate School of Medicine, Office of Development
POLICIES AND PROCEDURES FOR THIRD PARTY FUNDRAISERS

Use of Name and Logo

1. For purposes of these Policies and Procedures, “you” means the organization, group or individual sponsoring or holding the event/campaign. “The University of Tennessee Medical Center and UT Graduate School of Medicine” means The University of Tennessee Medical Center and UT Graduate School of Medicine. The University of Tennessee Medical Center and UT Graduate School of Medicine Office of Development is the sole fundraising arm of The University of Tennessee Medical Center and UT Graduate School of Medicine. Your organization cannot state or imply that it is an agent, subsidiary, partner or holds any other business relationship with the University of Tennessee Medical Center (UTMC) and UT Graduate School of Medicine (UTGSM).

2. Events and campaigns should complement the mission and image of UTMC and UTGSM. Companies that conflict with the mission or values of UTMC and UTGSM may not be sponsors. We discourage sponsorship by tobacco and firearms companies or other companies with products that do not support the health and well-being.

3. You may not use the UTMC and/or UTGSM name or logo or otherwise indicate to the public that an event/campaign is being held for the benefit of UTMC and/or UTGSM without the prior express written consent of an authorized representative of the UTMC and UTGSM Office of Development. Do not make public announcements or promote the event until you receive written approval from the UTMC and UTGSM Office of Development for your fundraising proposal.

4. UTMC and UTGSM may only be identified as the beneficiary of the event/campaign. For example, you should not call an event/campaign ‘The University of Tennessee Medical Center and UT Graduate School of Medicine Walk-a-thon.’ Your event/campaign should be promoted as the ‘Walk-a-thon to benefit the University of Tennessee Medical Center and UT Graduate School of Medicine’.

5. The official logo of UTMC and UTGSM should be appropriately used in conjunction with such an event/campaign and may not be altered in any way. Any use of the logo must adhere to established graphic standards.

6. The UTMC and UTGSM Office of Development and Marketing Department must review and approve all promotional materials including, but not limited to, advertising, letters, brochures, flyers and press releases prior to production or distribution.

Event Approval and Assistance

7. Approval for the event/campaign is specific to dates listed on the form for the event/campaign. If you intend to repeat the event the next year, you must submit a new application.

8. The UTMC and UTGSM Office of Development must be notified if there are any significant changes to the event/campaign once it has been approved. If circumstances warrant, the UTMC and UTGSM Office of Development may at any time direct you to cancel the event/campaign. You must agree to cancel the
event/campaign, if so directed, and further agree to release UTMC and UTGSM and its officers and employees from any and all liability in connection with any such action.

9. The UTMC and UTGSM Office of Development’s involvement (including physicians, staff and volunteers) as well as expected time commitments must be agreed upon prior to the event/campaign. Please understand the volume of requests sometimes exceeds our number of staff available to attend all events/campaigns. While we will do our very best to provide the representatives you have requested, we cannot guarantee attendance of staff, physicians or patients at the event/campaign or check presentations.

10. Given the UTMC and UTGSM Office of Development’s other fundraising commitments we cannot provide assistance in the solicitation of sponsorships for your event/campaign, provide celebrities or professional athletes for your event/campaign, or provide publicity through newspapers, radio, TV coverage, etc. While health facility regulations prohibit us from being able to place event/campaign fliers, posters or distribute other promotional material throughout UTMC and UTGSM, we will be happy to help advertise the event/campaign on the UTMC and UTGSM websites and publications, time and space permitting.

11. We have made a commitment to our staff and donors that we do not sell or provide others with our donor and staff mailing lists.

12. In order to better coordinate fundraising activities, we ask that you provide us with a list of targeted sponsors for your event/campaign, before they are approached. Please remember that many individuals and businesses already support UTMC and UTGSM and may not wish to make additional donations.

13. The UTMC and UTGSM Office of Development are happy to provide informational materials, promoting and explaining the UTMC and UTGSM goals and accomplishments. Please let us know your needs in this area as soon as possible so we can make sure we have sufficient quantities for your event/campaign.

Financial and Legal Information

14. In order to provide your donors with important information concerning their contribution, we ask that all promotional materials clearly state the percentage of proceeds (from gross or net proceeds) and/or the portion of the ticket price that will benefit UTMC and UTGSM.

15. Because UTMC and UTGSM are not sponsoring your event/campaign, we cannot have event/campaign revenues and expenses flow through the financial books. Only the net amount (final net proceeds from event and campaign) should be processed by the UTMC and UTGSM Office of Development/Accounting Department. Similarly, a temporary bank account cannot be setup in the UTMC and UTGSM name.

16. The UTMC and UTGSM Office of Development should receive a complete accounting of all funds collected and expensed related to the event/campaign. Because of our responsibility as the recipient of community assets, we reserve the right to inspect all event/campaign financial records in the event a question is raised about the event/campaigns proceeds.

17. We have found that a lead time of two to three months prior to the event/campaign will give you and the UTMC and UTGSM Office of Development sufficient time to plan and promote the event/campaign when appropriate.
18. Within 30 days after the event/campaign, we request that you provide a breakdown of revenue and expenses related to the event/campaign. Please provide where possible, copies of the expense receipts. If there is still more money to be collected from the event/campaign after this time, please let us know and provide us with a follow-up or supplemental information.

19. You may not keep any portion of the proceeds as profit or compensation for organizing the event/campaign. If event/campaign expenses are greater than the money raised, you are responsible for paying those expenses. The UTMC and UTGSM Office of Development will not provide funding or reimbursement of expenses.

20. Events/campaigns must comply with all federal, state and local laws governing charitable fund raising and gift reporting. All tax-receipting issues must be agreed upon and documented before the UTMC and UTGSM Office of Development’s approval is given. Where the UTMC and UTGSM Office of Development is issuing tax receipts, all revenue checks must be made payable directly to “UTMC” or “UTGSM.” The UTMC and UTGSM Office of Development does not issue tax receipts for in-kind donations or event/campaign sponsorship agreements. If your donors send their contributions directly to the UTMC and UTGSM Office of Development, you must inform the UTMC and UTGSM Office of Development of the value of any goods or services the donor received in return for the contribution.

21. You are responsible for obtaining all permits and licenses – especially those for raffles/games of chance. Because state and local governments control all charitable gaming activities, if your event/campaign includes a bingo, raffle, 50/50 draw and/or casino type games, you must acquire the proper permit/license from your respective county treasurer’s office and abide by all rules and regulations pertaining to such gaming activity. The UTMC and UTGSM Office of Development is not permitted to share any of its licenses, permits, or tax exemption benefits with you. The UTMC and UTGSM Office of Development will not take out liquor licenses for third party events/campaigns.

22. You must obtain your own liability insurance to cover the event/campaign. The UTMC and UTGSM Office of Development will not insure your event and requires that you obtain all insurance including premises liability and worker’s compensation. The UTMC and UTGSM Office of Development will not assume any legal or financial liability associated with your event/campaign, nor will we indemnify you or any party involved in your event/campaign or any damage, expense, or other costs arising or in any manner related to your event/campaign.
THIRD PARTY PROPOSAL FORM

I. SPONSOR INFORMATION

1. Name of sponsoring organization/individual: ____________________________________________

2. Contact person: ________________________________________________________________

3. Address: ______________________________________________________________________

4. E-mail: ___________________________ Website: ______________________________________

5. Telephone: ______________________ FAX: _________________________________________

6. Is your organization registered as a charitable organization under the TN Solicitation of Funds for Charitable Purposes Act? Yes ___ No ___

7. If no, have you filed a statement of exemption? Yes ___ No ___

II. EVENT INFORMATION

1. Who is organizing the event/campaign? Company _________________________________
   Organization __________________________ Individual ______________________________

2. What is the nature of your business or organization? ______________________________

3. Name and type of event: _______________________________________________________

4. Location: _____________________________________________________________________

5. Date(s) and time(s): _____________________________________________________________________

6. Date event/campaign will end: _______________________________________________________

   (Event proceeds must be delivered to the UTMC and UTGSM Office of Development within 30 days of this date.)

7. Please describe the event/campaign and include any fees charged for admission for goods and services.
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
8. Expected Number of Participants: ____________________________________________

9. Target Audience for the event/campaign: ______________________________________

10. How will you be promoting the event/campaign? __________________________________

11. Please attach approvals, such as permits and licenses from local authorities and evidence of liability insurance.

III. USE OF FUNDS

1. Will the proceeds from your event/campaign be donated only to UTMC and UTGSM?
   Yes _____ No _____

2. If no, what other charities are involved? ______________________________________

3. Please indicate how you wish your contribution to be used:
   Please Indicate:
   Hospitals most pressing needs ____
   General UTMC Gift Fund/ General UTGSM Gift Fund ____
   Other ____

IV. FINANCIAL INFORMATION

1. How will funds be raised?
   Pledges ____ Auction ____ Ticket sales ____
   Product Sales ____ Donations ____
   Other (please explain) __________________________________________________________

2. Gaming events and campaigns: If there is to be any gaming at your event, a gaming license is required by law (please see the UTMC and UTGSM Office of Development’s Policies and Procedures for more information.)
   Raffle ____ 50/50 Draw ____ Bingo ____

3. Are you approaching sponsors for the event? Yes _____ No _____
   If yes, please list all organizations and corporations that will be approached:
   ____________________________________________________________________________
4. Will you require tax receipts for this event/campaign? Yes ___ No ___

(Please see the UTMC and UTGSM Office of Development’s Policies and Procedures for more information)

5. Within 30 days after the last day of the fundraising event/campaign, please send your check or money order made payable to The University of Tennessee Medical Center/ UT Graduate School of Medicine Office of Development, 2121 Medical Center Way, Suite 110, Knoxville, TN. 37920.

V. UTMC AND UTGSM INFORMATION

1. What are your expectations of the UTMC and UTGSM Office of Development?

_________________________________________________________________________________________________________________

_______________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

2. Representation at event/campaign (if possible): Yes ___ No ___

Please provide details:

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

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_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

NOTE: Staff involvement in your event/campaign will be subject to availability and based on event specific details. Please see the UTMC and UTGSM Office of Development’s Policies and Procedures for more information.

3. Will you require the UTMC and UTGSM name or logo for promotional use?

Yes ___ No ___

If “Yes”, on what type of materials? Please Specify:

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

NOTE: The UTMC and UTGSM Office of Development must first approve the use of the UTMC and/or UTGSM name or logo on all materials. Please see the UTMC and UTGSM Office of Development’s Policies and Procedures for more information.

4. Would you like the event/campaign to be listed on the UTMC and UTGSM Office of Development’s website?

Yes ___ No ___

If yes, please provide a brief paragraph describing the event (including location and how to purchase tickets):

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

6. Other information the UTMC and UTGSM Office of Development should know regarding your event/campaign:

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________
VI. SIGNATURE

This form is due four weeks prior to the proposed event/campaign. Completion of this form does not assure approval. Upon approval, you will receive an approved signed copy of the form for your records. If you have any questions regarding this form or your fundraising event/campaign, please contact the UTMC and UTGSM Office of Development.

By signing this document, I/we acknowledge receipt of the UTMC and UTGSM Office of Development’s Policies and Procedures for Third Party Fundraisers and agree to comply with all provisions in organizing and holding our fundraising event/campaign.

I/we also agree with the collection of any and all information the UTMC and UTGSM Office of Development deems necessary to evaluate the event. I/we further attest that the information provided on this form is correct and accurately describes the proposed event/campaign.

I/we agree to indemnify and hold the UTMC and UTGSM Office of Development, UTMC and UTGSM harmless for any expenses, losses, claims or damages resulting from the fundraising event/campaign or the noncompliance with any term or provision of the UTMC and UTGSM Office of Development’s Policies and Procedures for Third Party Fundraisers.

Signature _________________________________________________________

Print/Type Name ________________________________

Date ______________________________

On behalf of everyone the University of Tennessee Medical Center and UT Graduate School of Medicine serves, our staff and the Board of Directors, we wish to thank you once again for reaching out to us and helping us with our mission. We cannot possibly do all that is needed without your generous support!!!

Please return this form to:
Katherine Boyd
Chief Development Officer
UTMC and UTGSM Office of Development
2121 Medical Center Way, Suite 110
Knoxville, TN. 37920
Phone 865.305.6611
FAX 865.305.6619

For Office Use Only:

Date Reviewed: _________________  Approved: ___  Not Approved: ___

By: _______________________________