



Dear Friend,

Thank you for considering Rogers Memorial Hospital Foundation as a beneficiary of your fundraising activities. On behalf of the patients we serve, we sincerely appreciate your thoughtfulness to help us provide our patients with a Life. Worth. Living. Our team will work with you to provide various levels of support and assistance as you plan and hold your fundraiser or project.

This packet contains the following information:

1. **Guidelines and Agreement** - This document outlines basic information for your fundraising activities. Please read over this information carefully.
2. **Proposal Form** - Please complete this form and return it to our office at:
Rogers Foundation, 34700 Valley Road Oconomowoc, WI 53066.
3. **Frequently Asked Questions** to answer some questions you might have.

As a final note, the staff at Rogers Foundation will review and approve all fundraising events in advance. This is an important safeguard in preserving the integrity of Rogers Memorial Hospital and the Foundation.

We appreciate your interest in fundraising for Rogers and look forward to working with you. Don't hesitate to contact us with any questions you may have.

Warmly,

Laura Miller
Rogers Memorial Hospital Foundation
262-646-1343
lmiller@rogershospital.org



My Rogers:

Creating Your Own Community Sponsored Event

Guidelines and Agreement

Rogers Memorial Hospital Foundation has created these guidelines for all Community Sponsored Events proposed by organizations/businesses, groups or individuals that wish to raise money in support of our programs and services. Each Community Sponsored Event must be approved by the Foundation before any organization/business, group or individual may publicize or conduct an event. According to Rogers Foundation's confidentiality policy, we will not be able to release any mailing lists for the purpose of solicitation of funds or participation in your event or project. Rogers Foundation reserves the right to approve only those events which represent Rogers Memorial Hospital appropriately and cannot assume any liability for an event conducted on its behalf.

Rogers Foundation **can offer** the following support:

- Logos
- Banner
- Post event on Foundation website
- Speakers
- Access to Firstgiving.com—a personalized online donation website
- Endorsement letter
- Rogers informational materials

Rogers Foundation **will not** be able to offer:

- Raffle license
- Liability Insurance
- Bank accounts or processing of funds
- Liquor license

Agreement

I/We have read and understand all of the My Rogers: Community Sponsored Event guidelines stated above. Please print your name, sign and date this form and retain a copy for your records.

Name (print)

Date

Signature

Return completed forms to:

Mail: My Rogers
Rogers Foundation | 34700 Valley Road | Oconomowoc, WI 53066
Fax: 262-646-1355

Questions?

Contact Laura Miller at 262-646-1343 or LMMiller@rogershospital.org



My Rogers:

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Proposal

Proposed Event/Promotion: _____

Date(s)/time: _____ Location: _____

Sponsoring Organization/Business: _____

Contact Person: _____ Title: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

Event description: _____

Is Rogers Memorial Hospital Foundation the sole beneficiary of proceeds? Yes No

If not, please explain:

Please complete the *My Rogers: Community Sponsored Event* proposal, sign and date the guidelines and agreement form and return to:

Mail: My Rogers
Rogers Foundation | 34700 Valley Road | Oconomowoc, WI 53066
Fax: 262-646-1355

Questions?

Contact Laura Miller at 262-646-1343 or lmiller@rogershospital.org



My Rogers:

Creating Your Own Community Sponsored Event

Frequently Asked Questions

Due to confidentiality, Rogers Memorial Hospital Foundation cannot release patient, donor or other mailing lists for the purpose of solicitation of funds or participation in your event or project.

Can I use Rogers Memorial Hospital name and logo?

Upon approval of your fundraiser or project, you will be provided a logo to use for your promotional materials. A member of the Rogers Foundation staff must approve materials using the Rogers logo before it is printed or distributed.

Will someone from Rogers Foundation help me plan/run my event?

A member of the Foundation staff will work with you and provide support materials, but we cannot manage the event for you.

Can I use Rogers Foundation federal tax identification number?

Rogers federal tax identification number may be provided to verify Rogers' tax-exempt status as a beneficiary.

Will Rogers Foundation issue tax receipts to my donors?

Rogers Foundation will provide a tax letter for all donations made directly to the hospital. We cannot provide gift acknowledgements to donors who made gifts to you or any other organization.

Who do I make checks payable to?

Checks can be made payable to Rogers Foundation.

Can I have a raffle at my event?

We cannot provide or "lend" our raffle license to your event. You may conduct a raffle if you hold a raffle license and the raffle is compliant with the State of Wisconsin Department of Gaming regulations.

Will Rogers Foundation provide items for my auction?

Community Sponsored Event organizers are responsible for securing items for auctions. Rogers Foundation will provide you with an endorsement letter to assist with seeking support for your auction, fundraiser or project.

Will Rogers Foundation find volunteers for my event?

Event organizers are responsible for coordinating volunteers for their event. Sometimes, upon request, a few volunteers might be available to help out.



MyRogers Community Sponsored Event Communications Form

Please email this information, along with any photos taken during your event, to Laura Miller at Immiller@rogershospital.org.

General Information

The Foundation would like to feature your event on our website and other social media platforms as a way to say "thank you" for your support, demonstrate the vital need for support, and also to inspire additional support for our mission. This form is meant as a guideline. Feel free to submit this information in a format that is most convenient for you (i.e. email).

Name of event: _____

Organization name: _____

Primary contact for information (name and title): _____

Phone: _____ Email: _____

Date(s) held: _____ Event location: _____

Description of event: _____

How/why was Rogers selected as the beneficiary for the event? _____

Who took part in the event (employees, customers, etc.): _____

Do you know many people took part in the event? _____

Did the event help create awareness of mental health and/or Rogers' Mission? If so, how?

What was done to promote the event? _____

How much money was raised? _____

Additional comments: _____

Photography

Please email your event photo(s) to: Immiller@rogershospital.org.

Description of photo(s): _____

If five or less people in photo, please list names: _____

Do you give your permission for the Foundation to share this photo and information for marketing and communications purposes?

Yes _____ (Please sign to indicate consent) No

Thank you for coordinating a MyRogers Community Sponsored Event.
Please direct questions to: Laura Miller | 262-646-1343 | Immiller@rogershospital.org