



The MetroHealth Foundation Guidelines for Turnout for Transformation Workplace Fundraising Events

Workplace Fundraising is a great way to get involved and have fun while also making a real difference in the lives of MetroHealth's patients and the community.

Please review the following guidelines before registering your event.

General Event Guidelines

The MetroHealth Foundation has a fiduciary duty to ensure the MetroHealth name is being used properly, funds are being handled and accounted for responsibly and fundraising is being conducted in a manner that is consistent with our mission and public image.

All fundraising events require written permission from The MetroHealth Foundation in advance and each Workplace Fundraising Event application will be considered individually. Please do not make public announcements or promote the event until you receive email approval of your [event application](#).

Events should:

- Support the mission and values of MetroHealth
- Be submitted for approval at least sixty (60) days in advance of the event
- Comply with all relevant state and federal laws

Events should not:

- Conflict with an existing or planned MetroHealth marketing or public relations campaign
- Promote a political party/candidate or appear to endorse a political issue
- Revolve around firearms or tobacco use
- Require The MetroHealth Foundation to sell tickets, coupons, etc.
- Involve telemarketing or door-to-door solicitation

Language, Logo & Photo Usage

- The MetroHealth Foundation must review all promotional materials (including, but not limited to, press releases, public service announcements, scripts, posters, and brochures) before they are used and distributed.
- The logo of The MetroHealth System cannot legally be reproduced without written permission.
- The logo of The MetroHealth System cannot be altered in any way (including changing the colors).
- Photos on MetroHealth websites are the property of MetroHealth and reproduction of photos is not permitted without approval from MetroHealth.

Acceptable Language for Promoting Event

- Publicity should designate that The MetroHealth System, The MetroHealth Foundation or the MetroHealth Transformation will be the beneficiary of the proceeds from the event.

The language on all event materials should state:

- *“Proceeds benefit The MetroHealth System”*
OR
- *“Proceeds benefit The MetroHealth Foundation”*
OR
- *“Proceeds benefit the MetroHealth Transformation”*

Event Sponsorships & Invite Lists

- The MetroHealth Foundation cannot solicit sponsors for your event.
- The MetroHealth Foundation cannot solicit in-kind sponsors for your event (in-kind sponsorship is defined as a donation of a product or service such as food, beverage, printing or auction items).

Insurance and Liability Guidelines

- The event organizer is responsible for all liability and property insurance and/or permits that may be required to execute the event. These must be obtained and enforced through the conclusion of the event.
- The event organizer agrees to indemnify and hold harmless The MetroHealth System, The MetroHealth Foundation and all its officers, directors, and employees from any and all claims and liabilities of any kind or nature whatsoever arising out of, or in any way related to, the event.

Cancellation & Changes to Event

- You must immediately advise The MetroHealth Foundation of any changes in your event that would impact/significantly change the information on the Workplace Fundraising Event Application Form.
- There may be times when, if circumstances warrant, a fundraising event must be canceled. MetroHealth, through any of its directors, officers, or senior administrators, retains the right to cancel the fundraising event. You hereby agree to cancel the event, if so directed, and further agree to release The MetroHealth System, The MetroHealth Foundation and its officers, directors, and employees from any and all liability in connection with such action.

Financial Guidelines

- All planning and other related event expenses incurred are the responsibility of the event organizer.
- The MetroHealth Foundation is not able to provide its sales tax exemption (tax ID#) to anyone for purchases relating to community fundraising events or related activities.
- The MetroHealth Foundation will not accept funds from individuals or organizations that fail to comply with any municipal, county, state and/or federal laws.
- The value of in-kind donations from sponsors should not be included in your total event revenue.

- Within thirty (30) days after the last day of the event, please send a check with the proceeds from the event made payable to: The MetroHealth Foundation. Please note the name of the event in the memo section of the check. Mail to:

The MetroHealth Foundation, Inc.
2500 MetroHealth Drive
Cleveland, OH 44109

Individuals/corporations who make their checks out The MetroHealth Foundation will receive a thank-you letter and tax receipt from the MetroHealth Foundation. We cannot provide acknowledgement letters for gifts not made out to MetroHealth.

How We Can Help

The MetroHealth Foundation's staff may be able to **provide some or all of the following** to assist with your event:

- Provide and approve the use of MetroHealth's logo
- Provide a letter of support on MetroHealth's letterhead to validate the authenticity of the event and its organizers
- Provide a written tax receipt to donors who make their checks payable to The MetroHealth Foundation
- Offer a simple planning guide for your event
- Offer a check presentation at the hospital for you to make your gift (as appropriate)
- Offer a MetroHealth gift basket for your auction or raffle

MetroHealth's Foundation Staff is **unable to:**

- Extend our tax exemption to your organization or event
- Provide event insurance
- Sign vendor contracts
- Provide The MetroHealth Foundation's letterhead or envelopes
- Provide funding or reimbursement for expenses
- Solicit sponsorship revenue or in-kind donations for your event
- Share mailing lists of sponsors, patients, employees or vendors
- Distribute or place event flyers, posters or other promotional materials throughout MetroHealth
- Guarantee media coverage or send press releases to promote the event on your behalf
- Guarantee staff or volunteers at the event

Thank you for your support of MetroHealth!

Please register your event by following this link: [MetroHealth Foundation Corporate Fundraising Event Form](#)

After receiving your application, a member of our team will be in touch with you to introduce themselves and provide more details on how The MetroHealth Foundation can support you in your efforts. In the meantime, you can reach Chantel Tolbert, Donor Relations Specialist at (440) 592-1397 or ctolbert1@metrohealth.org.