



Fundraising Event Form

Please fill in all information and sign this agreement and return to Gilchrist so we may recognize you or your organization as hosting an official fundraising event to benefit Gilchrist.

Agreement between: Gilchrist

11311 McCormick Rd. Suite 350

Hunt Valley, MD 21031

And: Organization or Individual Name: _____

Contact Person: _____

Address: _____

Phone: _____ E-mail: _____

Description of event: _____

Place: _____ Date(s): _____ Time: _____

Identify source of funds being donated:

Total proceeds _____ or exact percentage of proceeds that benefit Gilchrist _____

List Description of source of donated funds: _____

(Example; ticket, food, auction sales etc.)

I understand all of the event guidelines that are explained and agree to follow these guidelines and upon receiving a signed letter and agreement will be regarded as an official fundraising event to benefit Gilchrist.

Event Contact signature: _____ Date: _____

Signature of Gilchrist contact: _____ Date: _____



Event Guidelines

- Please remember events should complement the mission, image and core values of Gilchrist.
- The event organizers must personally obtain any necessary permits, licenses or insurance.
- Gilchrist retains the right to refuse an organization permission to hold an event to benefit Gilchrist.
- You may identify Gilchrist only as the beneficiary of the event. **“Proceeds to benefit Gilchrist.”**
- The Gilchrist Development office must approve, in advance, all copy for promotional materials.
- If Gilchrist is not to receive all of the proceeds from the event, then the exact percentage of the proceeds that benefit Gilchrist must be stated clearly on all promotional materials.
- Net amounts must be donated directly to Gilchrist within 60 days after the event.
- Events must comply with all federal, state, and local laws governing charitable fundraising, gift reporting, and special events.
- Event type and dates must not compete with any official fundraising event to benefit Gilchrist.
- Please notify the Gilchrist Development Office if you plan to contact businesses, individuals, or organizations for sponsorship proposals. Please remember that many individuals and businesses already support Gilchrist and may not wish to make additional donations.
- Gilchrist will not compensate event planners employed or retained by the sponsoring organization.
- Please, ensure that all checks collected are made out to Gilchrist and mail checks to Gilchrist, Development Office, 11311 McCormick Road, Suite 350, Hunt Valley MD 21031.

How the Gilchrist Development Office can help you:

- Offer advice and expertise on event planning.
- Provide a letter of authorization to validate the authenticity of the event and its organizers.
- Provide and approve the use of Gilchrist’s logo.
- Assist you in designating your contribution to a specific area of interest that has special meaning for you.
- Produce acknowledgment letters to individual or organizations that donate directly to Gilchrist.
- Help promote your event and other support where possible.

What the Gilchrist Hospice Office is not able to do:

- Guarantee onsite staff or volunteer support at your event.
- Provide insurance coverage.
- Provide funding or reimbursement for expenses.
- Solicit sponsorship revenue for your fundraising activities.
- Provide mailing lists of donors, physicians, employees, volunteers, or vendors.
- Provide Gilchrist letterhead.