

Dear Friend,

Thank you for considering Rogers Behavioral Health Foundation as a beneficiary of your fundraising activities. On behalf of the patients we serve, we sincerely appreciate your thoughtfulness and generosity as we work together to provide individuals and families with life-saving access to our specialty treatment programs.

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 this information carefully.
2. **Proposal Form** - Please complete this form and return it to our office at:
Rogers Behavioral Health Foundation, 34700 Valley Road Oconomowoc, WI 53066
3. **Frequently Asked Questions** to answer some questions you might have.
4. **Communication Form** – To be completed and returned after your event is complete.

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 Behavioral Health and the Foundation.

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

Warmly,

Linda Schieble

Rogers Behavioral Health Foundation
262-646-1652
Linda.Schieble@rogersbh.org



MyRogers: Community Sponsored Event

Guidelines

Rogers Behavioral Health 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 Behavioral Health appropriately and cannot assume any liability for an event conducted on its behalf.

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

- Customized online donation page
- Rogers' Logo
- Post event on website/social media
- Speakers
- Endorsement letter
- Rogers' informational materials and display

Rogers **cannot offer** the following:

- Raffle license
- Liquor license
- Liability insurance
- Graphic design services
- Bank accounts or processing of funds
- Customized (event-specific) apparel and other promotional items

Agreement

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

Name

Date

Signature

Return completed forms to:

Mail: Rogers Behavioral Health Foundation
34700 Valley Road
Oconomowoc, WI 53066
Fax: 262-646-1355
Email: linda.schieble@rogersbh.org

Questions? Contact Linda Schieble at 262-646-1652 or linda.schieble@rogersbh.org



MyRogers: Community Sponsored Event

Proposal

Event/Promotion: _____

Date(s)/time: _____ Location: _____

Sponsoring Organization/Business: _____

Contact Person: _____ Title: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

Event description: _____

Is Rogers Behavioral Health Foundation the sole beneficiary of proceeds? Yes No

If not, please explain:

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

Mail: Rogers Behavioral Health Foundation
34700 Valley Road
Oconomowoc, WI 53066
Fax: 262-646-1355
Email: linda.schieble@rogersbh.org

Questions? Contact Linda Schieble at 262-646-1652 or linda.schieble@rogersbh.org



MyRogers: Community Sponsored Event

Communications Form

The Foundation would like to feature your event on our website/social media as a way to highlight your support, demonstrate the need for support, and inspire additional support. This form will help us communicate your event's details.

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.): _____

How did you promote the event? _____

How much money was raised? _____

Additional comments: _____

Photos

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

Email photos and completed form to: Linda Schieble at linda.schieble@rogersbh.org

Frequently Asked Questions

Due to confidentiality, Rogers Behavioral Health 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 Behavioral Health Foundation's name and logo?

Upon approval of your fundraiser or project, you may request a digital format of our logo to use on your promotional materials. A member of Rogers Foundation staff must approve all materials that contain our logo before they are printed or distributed.

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

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

Can I use Rogers Foundation's federal tax identification number?

Rogers Foundation's federal tax identification number may be provided to verify Rogers' tax-exempt status.

Will Rogers Foundation issue tax receipts to my donors?

Rogers Foundation will provide a tax letter for all donations made directly to the Foundation. We cannot provide receipts to individuals/businesses who made donations 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?

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. We cannot provide or "lend" our raffle license to your event.

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 may be available to assist.