

EVENT DESCRIPTION FORM

Thank you for thinking of Good Samaritan Hospital as you plan your upcoming event. We appreciate your willingness to support our mission of providing exceptional healthcare, preventative initiatives, education, research, and community outreach activities.

We ask that all individuals and organizations complete and submit this Fundraising Event Description Form for approval prior to including Good Samaritan Foundation as a beneficiary of your event. This will help to clearly establish the parameters and expectations for all parties involved in the activity.

We ask that this form be submitted for approval no later than 60 days prior to the event. This will enable us to assist you and to ensure a successful event!

Remember to keep accurate accounts of your event. As a not-for-profit organization, Good Samaritan Foundation regrets that it cannot be responsible for any expenses incurred for your event. We welcome your questions and concerns, so please contact us with any additional questions you may have. I have read and agree to follow Good Samaritan Foundation Event Description Form and Guidelines.

Your Fundraising Event Description Form will be reviewed upon receipt and you will be contacted to arrange a meeting to confirm the Good Samaritan Foundation's participation in this event.

FREQUENTLY ASKED QUESTIONS REGARDING MY FUNDRAISING EVENT FOR GOOD SAMARITAN HOSPITAL

1. How do I register my Fundraising Event?

Please read and complete the Good Samaritan Foundation Event Description Form, which describes the conditions under which your fundraising event may be held. You may also contact the Good Samaritan Foundation at (513) 862-3786 or gsfoundation@trihealth.com with any questions or concerns or to discuss event details. Remember, your event is not authorized until you receive express approval from the Good Samaritan Foundation, the fundraising arm for Good Samaritan Hospital. We reserve the right to decline any offer that doesn't conform to our guidelines.

2. Do I have to register my event with the Good Samaritan Foundation?

Yes, because your Fundraising Event will be associated with our name, it is important that you register for this event by completing our Event Description Form.

3. May I conduct a Fundraising Event if I'm less than 18 years of age?

Yes, but your parent or guardian must sign the Event Description Form on your behalf.

4. Will Good Samaritan Foundation staff be able to help me organize my fundraising event?

We appreciate your support, but we are unable to assist in coordinating your event. We wish we could accommodate all of our wonderful supporters, but Good Samaritan Foundation has minimum staff needed to meet our mission.

5. Will the Good Samaritan Foundation assist in covering any costs associated with my event?

As a non-profit, Good Samaritan Foundation does not have the funds to pay any costs associated with events produced by third-party fundraisers.

6. Will a Good Samaritan Foundation representative attend the event?

If you would like a Foundation representative present to represent Good Samaritan Hospital at your event, please let us know. We will make every effort to schedule a team member to attend your event, however, we cannot guarantee someone will be available.

7. Will the Good Samaritan Foundation provide materials such as information and donation forms?

With a minimum two-week notice, we will provide these materials to you if they are cost-effective and available.

8. May I use the Good Samaritan Foundation logo in any promotion for my event?

We are happy to provide you with our logo, all you need is prior consent. All print materials referencing Good Samaritan Foundation as a recipient of funds must be approved by the Good Samaritan Foundation, and comply with our corporate relations and communications guidelines.

9. May I provide receipts or an acknowledgment letter from the Good Samaritan Foundation to donors?



Only those donations sent directly to Good Samaritan Hospital will be receipted and/or acknowledged individually. We can provide one acknowledgment for the event coordinator, but the IRS regulators do not allow receipts to be given to anyone but Good Samaritan Hospital donors.

10. If my participants donate directly to Good Samaritan Hospital, will staff provide me with their names and addresses and the amounts donated?

Out of respect for donor confidentiality, we will be able to provide you with the name of the donor, just not the amount of the donation.

11. How soon after the event must I submit the funds that have been raised?

Within *30 days* of the event, please send your check to:

Good Samaritan Foundation
375 Dixmyth Avenue
Cincinnati, OH 45220

We will provide you with acknowledgments for the event proceeds.

12. May friends or family members make a donation to Good Samaritan Hospital in lieu of gifts for my birthday, wedding or anniversary?

Absolutely, these donations can be made directly to Good Samaritan Hospital by calling the Good Samaritan Foundation at (513) 862-3786, online at www.gshfoundation.com/donate. You can also work with the Foundation office to create your own fundraising page! Please call 513-862-3786 for more information on how to set up your own page. Please ask friends and family members to indicate that their donation is in honor of your wedding/ birthday/anniversary.

13. May I make a donation to Good Samaritan Hospital in lieu of favors for my birthday, wedding or anniversary?

Yes! Please donate online at www.gshfoundation.com/donate or make checks payable to Good Samaritan Foundation.

ADDITIONAL INFORMATION

Third Party Fundraisers

- Good Samaritan Hospital welcomes special fundraising and promotional events sponsored by individuals and outside organizations on its behalf.
- Your event should not compete with other Good Samaritan Hospital-planned events or promotions
- Special events or promotions must be consistent with Good Samaritan Hospital's core values, and branding strategies, and maintain a positive image for the organization.
- Third-party fundraisers have the ability to create a unique opportunity for positive exposure and increased public awareness of Good Samaritan Hospital services, programs, and facilities.
- We will be available to approve requests from you to sponsor special events or promotions to benefit Good Samaritan Hospitals. All requests will be jointly reviewed and approved by the Good Samaritan Foundation, the fundraising arm of Good Samaritan Hospital.
- We will not create promotional material for you, nor can we promote your event internally.

Good Samaritan Hospital does not accept the following types of fundraisers regardless of positive intent:

- Programs that involve a professional fundraiser, telemarketing and/or an agreement to raise funds on a commission, bonus or percentage basis we are unable to accept.
- Events promoted by organizations associated with discrimination on the basis of race, ethnicity, religion, nationality, or sexual preference. We welcome faith-based organizations (churches, synagogues, mosques, and others) provided that their proposed event or promotion does not reflect religious bias or discrimination.
- We cannot approve vending machine sales promotions.
- We cannot approve events in the promotion of a political party, candidate or appearing to endorse a political activity.
- We cannot approve directly soliciting funds door-to-door, through telemarketing, or internet solicitation.