



## Third Party Fundraiser Guidelines

**Thank you for your interest in supporting the mission of Southern Illinois Healthcare (SIH) and the SIH Foundation through a “Third Party Fundraising” initiative. Your efforts in assisting SIH and the SIH Foundation are greatly appreciated.**

To aid you in planning your fundraiser and to assist the SIH Foundation in tracking third party events, the SIH Foundation has developed the following guidelines pertaining to third party fundraising events to benefit SIH, the SIH Foundation or any of its affiliates. It is the anticipation that this process will make the event a more successful experience for all involved and ensure that each party’s mutual expectations are clear in advance.

- The SIH Foundation respectfully requests that those wishing to host a fundraiser to benefit Southern Illinois Healthcare (SIH), complete a **Third Party Fundraiser Proposal** form prior to the event.
- Any flyer or promotional material planned to be utilized to promote the event must be attached to the **Party Fundraiser Proposal** form for prior review and approval.
- If social/digital media is to be utilized to promote the event, draft narrative and/or graphics must also be provided for prior review and approval.
- SIH Foundation staff will notify the applicant of the status of the application within 5 business days of receiving proposal form.
- All event proceeds must be accounted for and submitted to the SIH Foundation **within 7 days** following the date of the event. Cash proceeds must be remitted in the form of a check made payable to the SIH Foundation.
- Third parties are prohibited from establishing a separate bank account in the name of SIH or any of its affiliates in conjunction with the fundraiser.
- SIH Foundation is a 501(c)3 charitable organization. Gifts will be appropriately acknowledged to individuals involved in a Third Party Fundraiser where adequate information from the donor is provided.
- SIH Foundation and other supportive staff from Southern Illinois Healthcare will make every effort to support and promote an approved Third Party Fundraiser.

**Once approved, the SIH Foundation is pleased to offer the following when appropriate:**

- Use of the SIH Foundation name and logo as approved by SIH Marketing & Communications Dept for event promotion and recognition
- SIH Foundation brochures and promotional materials, as available
- Guidance and suggestions with event planning as appropriate
- Media recognition if appropriate – and approved by the SIH Marketing & Communications Dept.

**PLEASE NOTE:** The SIH Foundation, SIH, and all its affiliates names and logos are the sole property of SIH and may not be used without prior approval. SIH requires review in advance of all promotion and advertisement of the fundraiser. Mail or email prior to use all radio, newspaper, flyers, t-shirt designs, etc. to: Tanna Morgan, Director of Development, SIH Foundation, 1239 E. Main, Carbondale, IL 62901 or [tanna.morgan@sih.net](mailto:tanna.morgan@sih.net).

# Third Party Fundraiser Proposal

Please complete the information below and return to the address listed at the bottom of this form. Upon acceptance of your proposal you will be contacted and a signed form returned to you for your records. Thanks for your support of the mission of the SIH Foundation.

Name of Contact Person Organizing Proposed Event \_\_\_\_\_

Name of Group Holding Proposed Fundraiser \_\_\_\_\_

Contact Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Type of Fundraiser \_\_\_\_\_  
(5K, golf tournament, percentage of sales, etc)

Monies raised will benefit:  Coach Kill Fund  Patient Care Support Fund  Family Friendship Fund  
 SIH Cancer Institute  Other \_\_\_\_\_

Date(s) of Fundraiser \_\_\_\_\_ Location(s) \_\_\_\_\_

Number of People Expected to Attend \_\_\_\_\_

Has a budget been prepared for the event:  Yes  No

[Any other planning details you would like to share about the proposed fundraiser]

\_\_\_\_\_  
\_\_\_\_\_

The SIH Foundation, SIH and all its affiliates names and logos are the sole property of SIH and may not be used without prior approval of the Director of Fund Development. If you have any questions about this form, or need assistance, please contact the SIH Foundation office at 618-457-5200 ext.67843 or contact us by email at tanna.morgan@sih.net.

Please send completed form with attachments to:

**SIH Foundation**  
**Attn: Tanna Morgan**  
**1239 E. Main St.**  
**P.O. Box 3988**  
**Carbondale, IL 62902-3988**  
**or fax to: e-Fax 618-351-5670**

**I understand the SIH Foundation guidelines for third party fundraisers and agree to abide by them.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Hosting Group/Organization

**The SIH Foundation has reviewed and approved this proposal.**

\_\_\_\_\_  
SIH Foundation Authorized Signature

\_\_\_\_\_  
Date

SIH Internal Use only

Approval \_\_\_\_\_  
Director of Fund Development

Date \_\_\_\_\_

Approval \_\_\_\_\_  
Director of Marketing

Date \_\_\_\_\_

Approval \_\_\_\_\_  
VP of Community Affairs

Date \_\_\_\_\_