

Please describe the event and how funds will be raised (ticket sales, pledges, sponsorships, auctions, raffles, etc.)

Estimated Expenses:

Estimated Revenue:

Estimated Proceeds:

How will this event/project be promoted (flyers, radio, mailings, press releases, etc.)

What are your needs from Westchester Medical Center

Please return this Third Party Fundraiser proposal form to:

Westchester Medical Center
Attn: Third Party fundraisers
Taylor Pavilion, Suite C3
100 Woods Road
Valhalla, NY 10595

Phone: 914-493-2575
Fax: 914-493-2350

foundation@WMCHHealth.org

Our Mission

Westchester Medical Center’s vital mission is to provide the highest-quality care for all residents of the Hudson Valley regardless of ability to pay. Westchester Medical Center will build on its long tradition of delivering the most advanced services in the region by providing a system that ensures access to a coordinated continuum of care for its community. As the region’s only academic medical center, Westchester Medical Center is committed to educating the next generation of caregivers for the Hudson Valley and integrating research to advance treatment, expand knowledge, and improve lives.

We can’t do it alone.

Throughout the years, funds raised by individuals, businesses and community organizations have helped to support vital programs and services at Westchester Medical Center.

Please call 914-493-2575
to get started on your
Third Party fundraiser today!



COMMUNITY-BASED Third Party Fundraisers

to Support

Westchester Medical Center

Maria Fareri Children’s Hospital

MidHudson Regional Hospital



What is a Third Party Fundraising Event?

Third Party fundraisers are a great way to raise funds and awareness for Westchester Medical Center in your community. These fundraisers include everything from cartwheel-a-thons, bake sales and car washes, to golf tournaments, school plays, warehouse sales, and more.



Summary of Guidelines for Third Party Fundraisers

The following is a summary of guidelines established to protect the name and reputation of Westchester Medical Center as well as the interests and support of event patrons. Please contact the Foundation office at **914-493-2575** for a complete set of guidelines for Third Party fundraisers.

Third Party Fundraiser application

Before event details are finalized, a Third Party fundraiser application must be completed, signed and returned to the Westchester Medical Center Foundation office.

Marketing and Promotion

Third Party fundraisers will receive hospital name and/or logo usage guidelines once application is approved. All publicity and promotional material referencing the involvement of Westchester Medical Center will require prior approval.

Event Expenses

The Third Party fundraiser is responsible for all event/activity expenses, including but not limited to: food, beverages, marketing, advertising, supplies, venue/permit fees and incidentals. Westchester Medical Center will not be responsible for any expenses or debts incurred.

How We Can Help You

Innovation

With creativity and a desire to help, nearly any activity can be turned into a Third Party fundraiser. Please contact our Foundation office at (914) 493-2575 to discuss your fundraising ideas and get started on your event.

Promotion

We will provide you with a hospital logo once your application is approved and we will help promote your event within the Westchester Medical Center community.

On-Line Fundraising Platform

This platform offers participants the convenience of making secure on-line donations via a customized fundraising page on our website.

Authentication

If needed, we will supply you with a letter of authorization to validate authenticity for the event and its organizers.

Event Income

Only checks payable to Westchester Medical Center Foundation, Maria Fareri Children's Hospital Foundation or MidHudson Regional Hospital Fund will be provided with a tax deductible acknowledgment letter in accordance with IRS and state tax regulations.

Event Insurance and Liability

The Third Party fundraiser is responsible for obtaining any necessary permits and clearances required by local and state government and complying with all applicable laws. Sponsor must also obtain appropriate insurance coverage as necessary.

Tax Guidelines and Implications

The Third Party fundraiser is responsible for complying with all IRS regulations registrations applicable to the event. Federal tax laws disallow third-party events from using hospital foundation Sales Tax Exemption number or Federal Employer Identification number when purchasing any goods or services from suppliers or vendors.

Third Party Fundraiser Proposal Form

Please complete and submit this form to our Foundation office. Once approved, we will send you a formal application for your Third Party fundraiser. Please submit the completed formal application at least 30 days prior to your event.

Name of Organization/Individual planning event

Contact Person

Address

City/State/Zip

Phone

Email

Event date

Event Time

Event Location

Address

City/State/Zip

Is the event open to public? Yes No

or by invitation only? Yes No

Ticket Price (s) (if applicable) \$ _____

Are there any beneficiaries aside from Yes No

Westchester Medical Center?

If yes, please list organization(s)

Will alcohol be served? Yes No