

Third Party Events Guidelines

Thank you for your interest in supporting French Hospital Medical Center by hosting a third party event.

Application for Third Party Events

To ensure all third party events are registered and approved by the French Hospital Medical Center Foundation (Foundation), we require that hosted events for the benefit of French Hospital Medical Center are approved in advance by the Foundation.

Please submit the Third Party Events Application at least sixty (60) days in advance to the French Hospital Foundation of the proposed event to provide ample opportunity for review and approval.

Important Payment Information

- **All payments for third party events, regardless of area of support, must be made payable to:**
French Hospital Medical Center Foundation
1911 Johnson Avenue
San Luis Obispo, CA 93401
- **Please note the name of the third party event or fund on the memo line**
- Important note: In order for third party event supporters to receive a potential tax deduction for their contributions, donations must be made directly to French Hospital Foundation. For example, if event supporters make payments directly to the person coordinating the third party event and the coordinator in turn makes one donation of all proceeds to the Foundation, the only donation eligible for a potential tax deduction will be the donation made directly to the Foundation.

Evaluative Criteria

- Organizational consistency with the French Hospital Foundation mission and messaging standards
- Compliance with all federal, state and local laws governing charitable fundraising, including the registration of raffles, the payment of sales tax on auction items, the documentation of in-kind gifts, gift reporting and gift acknowledgment
- Possession of the appropriate permitting, licensing, and insurance
- Scheduling that complements other French Hospital Foundation events or third party events that benefit French Hospital Foundation

Beneficiary Event Guidelines

- **All uses of the name or logos of French Hospital Medical Center or its related entities must be approved in advance** of reproduction, printing or distribution of event materials. Such usage is always in compliance with Dignity Health identity standards.
- In naming a third party event, the French Hospital Foundation program or service is always listed as the event beneficiary by the approved host organization, rather than the event title. As example, “Acme Golf Tournament to benefit French Hospital Medical Center” rather than “French Hospital Medical Center Golf Tournament.”
- The Special Event Application estimates anticipated net proceeds to be gifted to French Hospital Foundation, and the identity of any other benefit organizations. **All net proceeds will be presented to French Hospital Foundation within sixty days of the event date.**
- Event organizers agree to hold harmless French Hospital Medical Center, the French Hospital Foundation, and all their officers, directors and employees from any and all claims and liabilities in any way related to the event.
- Event organizers will seek approval from French Hospital Foundation to repeat events in the succeeding year.

French Hospital Foundation can assist you by:

- Offering guidance on event planning
- Providing a letter of authorization to be used to validate the authenticity of the event and its organizers
- Approving the use of the French Hospital Medical Center logo
- Promoting the event on the French Hospital Foundation website
- Providing French Hospital Foundation program information as available to distribute at the event
- Receiving and acknowledging event contributions that are made payable to the French Hospital Foundation
- Attending events or check presentations as schedules permit

French Hospital Foundation is unable to:

- Extend our tax exemption to others
- Fund or reimburse event expenses
- Solicit sponsors or event participants
- Provide mailing lists of donors, vendors, board members, physicians, employees or volunteers
- Distribute event flyers throughout the hospital

- Host your event on the hospital campus
- Provide media coverage for your event

Our goal is to assist you in achieving a successful outcome for your event. Thank you for hosting an event to benefit French Hospital. Your concern and support for the provision of excellent care for French Hospital patients and families is appreciated!

Questions? Contact Tracy Timmons at 805.542.6496 or Tracy.Timmons@DignityHealth.org.