

Thank you for your interest in holding a third-party fundraising event for Rocky Mountain Children's Health Foundation (RMCHF). Please complete this application so we can gather information about your fundraising idea/event. Our Special Events team will review and evaluate your application and you will receive a reply within five to seven business days of your submission.

All requests must be submitted 60-days prior to your event.

The use of the Rocky Mountain Children's Health Foundation name or logo is prohibited until your application has been approved and you have received our Logo and Brand Guidelines. All marketing and communications materials also require approval prior to use.

CONTACT INFORMATION

Name of Group/Organization Planning Event _____

Contact Person/Title: _____

Address 1: _____ Address 2: _____

City: _____ State: _____ Zip/Postal Code: _____

Email: _____ Phone: _____ Cell Phone: _____

Website, if applicable: _____

PROPOSED EVENT DETAILS

Name of Event: _____

Date: _____ Start Time: _____ End Time: _____

Location: _____

Event type (raffle, golf tournament, etc.): _____

Is the event open to the public or private? _____

Please provide a brief description of your event:

Have you hosted this fundraiser or event in the past? If yes, please explain (include number of years)

Expected number of attendees:

Are you a 501c3 organization? _____ If yes, please provide your EIN#: _____

What are the estimated net proceeds to benefit RMCHF? _____

Are there other beneficiaries of the fundraiser/event: yes no

If yes, please explain (proceed breakout %):

Will this event have a planning committee? Please explain, including names, if available:

Are there any other organizations or businesses involved with the event? If yes, please explain their involvement:

Will your event have sponsors? Please explain:

How will the event be marketed and promoted? (Press releases, advertisements, PSAs, promotional flyers, social media, emails, etc.)

Do you plan to use the RMCHF logo as part of your advertising for the event or on any of your event related materials? If yes, please describe how and where you would use our logo:

Thank you for choosing RMCHF to be the beneficiary of your event! Is there a special reason why you selected our cause?

Funds raised will be designated to which of these funds:

- Area at RMCHF discretion
- The **Patient and Family Assistance Fund** provides direct support to patients and families to help cover critical non-medical costs.
- Mothers' Milk Bank Colorado** provides lifesaving nourishment for babies from Alaska to Florida.
- The **Neonatal Intensive Care Unit (NICU) Fund** supports families with babies in the NICU by giving car seats, diapers, blankets, clothing and other essentials.
- The **Pediatric Hematology Oncology Fund** provides support for patient events and activities to help ease the stress of the long and intensive treatments these patients must undergo.
- Our **Wings of Hope** program provides luggage bags filled with necessary items to parents facing an unexpected overnight stay with their child.
- The **Stink Bug Project** partners with the Prison Trained K-9 Companion Program at Colorado Correctional Industries to provide well-trained, loving companion dogs to families stricken with life threatening illnesses.
- The **Pediatric General Fund** supports patient activities, art programs, music therapy and events to boost morale and create a sense of community for our patient and family population.
- The **Education Fund** supports nurses with continuing education and training to improve medical care for children.

APPROVAL PROCESS

Rocky Mountain Children's Health Foundation is thankful to the organizations and individuals like you that select us as the beneficiary for your event(s). All third party events must follow RMCHF third party event guidelines (attached) and meet our criteria and mission. Proposals are reviewed and approval is generally received within five to seven business days of receipt.

Next steps:

- Return this completed form to:
RMCHF, Special Events Department
5394 Marshall St, Suite 400
Arvada, CO 80002
Email: camille.ridley@rmchildren.org
- Read and sign the Third-Party Fundraising Event Guidelines
- Wait for approval before promoting or holding event

