



AGREEMENT FOR COMMUNITY BASED EVENTS FORM

Thank you for your support of Ascension Sacred Heart. We truly appreciate your involvement. Below are our guidelines to help ensure a positive experience for all and to permit you to use the Ascension Sacred Heart name.

1. Any fundraising event that involves the use of Ascension Sacred Heart or refers to Health System in any way must submit a written proposal to be approved, in advance, by an authorized representative of Ascension Sacred Heart Foundation. In addition, this "Agreement for Community Based Events Form" must be completed, filed, and approved by the Ascension Sacred Heart Foundation office before an event can occur.
2. All advertising copy, promotional materials and social media outlets using any Ascension Sacred Heart name or logo must be submitted to the Foundation for approval prior to production.
3. Use of the hospital's name that in any way creates or implies liability for the event by Ascension Sacred Heart or its agent is prohibited. Only the phrases "benefiting Ascension Sacred Heart " and "proceeds to benefit Ascension Sacred Heart " may be used in promotional materials, invitations or advertising copy. If only a portion of the proceeds from a promotion will be donated to the Health System, this must be stated in all materials with the message "a portion of the proceeds to benefit Ascension Sacred Heart."
4. Acceptance of the proceeds from this event does not constitute or imply endorsement by Ascension Sacred Heart. Ascension Sacred Heart is not involved in creating, producing, delivering, supervising or controlling this event and is not legally liable or responsible for the conduct of any participants. Ascension Sacred Heart assumes no responsibility for any injury or damages to person or property in any way connected with this event. The sponsoring organization shall hold Ascension Sacred Heart, Ascension Sacred Heart Foundation, their officers, agents and employees harmless from, indemnify and defend them against any and all claims, actions, or suits of any kind or nature brought by any person for personal or bodily injury or property damage arising out of the event and not caused solely by a negligent or wrongful act of Ascension Sacred Heart or Ascension Sacred Heart Foundation.
5. The Ascension Sacred Heart Foundation requests the sponsoring organization clearly identify what is expected from the Foundation in terms of manpower, material and support for the event. Additionally, the Foundation will approve/disapprove all requests made in writing and reserves the right to withdraw from participation at any time.
6. Due to the large number of requests, the Foundation will evaluate proposals from entities who wish to donate a portion of the proceeds from sales of an item or service. Proceeds must be equal to ten percent (10%) of the total sales or three hundred dollars (\$300), whichever is greater. In return, the Foundation will provide promotion in the employee newsletter and via internal email.
7. Ascension Sacred Heart Foundation will apply all appropriate Internal Revenue Service (IRS) regulations in receiving and receipting of cash, checks and in-kind gifts. Within ninety (90) calendar days after the event, checks should be presented and made payable to "Ascension Sacred Heart Foundation". Please indicate any specific gift designation here:
_____.
8. All parties, whose signatures are affixed below, warrant that they have the authority to bind their respective organization to the contract. Please sign & date below to indicate that you have read and accept the above policies and procedures. Return this signed agreement with your written proposal.

Signature: _____
(Authorized Representative of Community Based Event)

Signature: _____
(Authorized Representative of Foundation)

Date: _____

Date: _____

Attachments from CBE Contact
_____ #1 Written & Signed Request

For Foundation Use:
_____ Received & Completed forms for CBE
_____ Notification sent to CBE