

# Registering Your Community Event

Novant Health Foundation is grateful to all who are interested in supporting our mission. We want your event/initiative to be a success.

Carefully review the following policies, guidelines and general information which have been designed for the protection of both the fundraising group and/or individual and Novant Health Foundation. If any questions should arise, please contact the foundation office.

## DEFINITIONS

### Community Partners

Any company, organization or individual who is raising money on behalf of Novant Health Foundation through a fundraising initiative is a Community Partner. Fundraising activities can include but are not limited to events, promotions, special initiatives and other means of raising funds/proceeds to support the mission of NHF to engage and connect donors to NH programs and initiatives that save lives and improve the health of the communities we serve.

### Corporate Partner

Any business or organization that is promoting a product, event or service as benefitting NHF to the public through in-store or media marketing and public relations tactics.

## BEFORE YOUR EVENT

Novant Health Foundation must approve all community partner activities between Novant Health Foundation, its funds and any corporation/organization or individual philanthropic partner. To do this please complete the application and submit to Novant Health Foundation for review and approval.

## EVENT MARKETING

All materials and publicity must be approved prior to printing or production including, but not limited to, press releases, invitations, posters, t-shirts and all other merchandise. Any material with the Novant Health Foundation name or logo needs to be sent to Novant Health Foundation for review before distribution.

Novant Health Foundation is not able to take a coordination role in the event planning, marketing or for providing goods or services.

### Novant Health Foundation Social Media

Novant Health Foundation will discuss with you the potential to connect with our social media platforms to support your event.

We encourage organizers to name their fundraiser and follow it with this language: “to benefit Novant Health Foundation” or “supporting Novant Health Foundation” e.g. “Coastal Fun Run supporting Novant Health Foundation”.

## EVENT REGULATIONS

Any and all necessary local and/or government regulations will be fulfilled by the Community or Corporate Partner. This includes, but is not limited to, registering with the appropriate agencies, purchasing insurance, following any rules of disclosure currently required by the IRS, and required licenses and permits.

Due to patient and donor privacy policies, we are unable to share information from the foundation's database for invitation and solicitation purposes.

Novant Health Foundation is unable to incur any event-related costs. This includes, but not limited to, postage, printing, purchase of tickets, giveaways and/or sponsorship. The event organizer will be solely responsible for all operational costs and fees associated with any necessary permits, licenses and insurance.

Novant Health Foundation and all related entities cannot assume any type of liability for your event coordinators, participants or volunteers.

## DONATION SUBMISSION

All donations should be made via check and payable to your regional Novant Health Foundation or online at **[supportnovanthealth.org](https://supportnovanthealth.org)**

Receipts will be issued for credit card contributions made through **[supportnovanthealth.org](https://supportnovanthealth.org)**.

Checks made payable to your Novant Health regional foundation will receive an acknowledgement of their contribution provided the address and information is accurate.

All donations and event proceeds are to be delivered or mailed to NHF within 10–15 days after the event for timely processing.

## CONTACT US

Please contact us by emailing Kristal McHugh at **[kristal.mchugh@novanthealth.org](mailto:kristal.mchugh@novanthealth.org)**