

Before you hold an event to raise money for PMPH, the PMC Foundation must approve this application. Please return the completed application by mail, email or fax to Kristen Magro. The application form should be submitted at least 90 days prior to the proposed event date. However, we can accept applications 12 months before an event.

Today's Date _____

Name of Group/Company/Individual Planning the Event

Contact Name _____

Mailing Address _____

City _____ State _____ Zip _____

Email Address _____

Preferred Phone (____) _____

Fax (____) _____

Name of Proposed Event _____

Date of Event _____ Time of Event _____

Location of Event _____

Address _____

City _____ State _____ Zip _____

Is event: ☐ Open to the Public ☐ By Invitation Only

☐ New Event ☐ Repeat Event

(If repeat, when previously held? _____)

Ticket Price (if applicable): \$ _____

For publicity purposes, please provide a phone number and/or email address that can be publicly listed in newsletters, websites & other public venues.

Phone (____) _____

Email _____

Website _____

Are there other beneficiaries besides PMC Foundation?

☐ Yes ☐ No If yes, please list organization(s):

Briefly describe the event and how funds will be raised (ex. ticket sales, pledges, sponsorships, auction, raffle, etc.). Attach a separate sheet if necessary.

How will the event be publicized (ex. press releases, flyers, radio/TV/newspaper, magazine ads)?

Projected Net Donation to PMC Foundation: \$ _____

Are costs to come out of: ☐ proceeds ☐ paid by event organizer

Please indicate the date that the donation will be received by PMC Foundation. (Proceeds should be forwarded to the Foundation within 30 days of the event). _____

Will your gift be restricted to a specific area of Princeton Health? ☐ Yes ☐ No (If yes, which one?) _____

Signature of Applicant _____

Date _____

Please print first and last name below:

Please mail or fax completed form to:
Kristen Magro, Associate Director Development Operations,
Princeton Medical Center Foundation
5 Plainsboro Rd, Suite 365, Plainsboro, NJ 08536
Phone: 609.252.8711 FAX: 609.683.6842
Kristen.Magro@PennMedicine.Upenn.edu



Penn Medicine
Princeton Medical Center Foundation

INSPIRE GIVING

HOST AN EVENT OR FUNDRAISER

TO SUPPORT PENN MEDICINE
PRINCETON HEALTH



Penn Medicine
Princeton Medical Center Foundation

WWW.PRINCETONHCS.ORG/FOUNDATION

THANK YOU FOR YOUR INTEREST!

We appreciate your interest in hosting an event or promotion to benefit Princeton Medical Center Foundation. We are always grateful for the generous support of our friends in the community who share our commitment to the health and well-being of all people. Your support helps ensure life-saving treatment and compassionate care for everyone.

HOW WE CAN HELP YOU

- ☐ Thank donors for donations made directly to the Foundation
- ☐ Provide and approve the use of Foundation logo
- ☐ Assist your organization in directing contributions toward areas of special interest of areas of need
- ☐ List event on Foundation website



WHAT PMC FOUNDATION CANNOT DO

- ☐ Provide staff or volunteer staff
- ☐ Provide our tax exemption number to event coordinators
- ☐ Provide insurance
- ☐ Provide startup costs, underwrite expenses, or provide funding or reimbursement for event expenses
- ☐ Provide PMC Foundation letterhead
- ☐ Guarantee attendance of patients, physicians, staff or volunteers at the event
- ☐ We cannot sponsor or endorse fund raising events or products. Materials should state, "Proceeds will benefit Princeton Medical Center."
- ☐ Events must comply with all federal, state and local laws governing charitable fundraising, gift reporting & special events. Please note that certain gaming events require a license.
- ☐ If an organization plans to solicit contributors, sponsorship or in-kind gifts from local businesses, the list of potential business sponsors must be reviewed and approved by the Foundation before any local businesses are approached in any way.

GUIDELINES FOR YOUR EVENT

The following guidelines have been established to protect the name and reputation of PMC Foundation as well as the interests and financial support of event patrons.

- ☐ The Foundation for PMC Foundation must approve in advance of printing or use - all invitation copy, ads, or other promotional materials related to the event where PMC will be mentioned.
- ☐ An Application Form (see reverse side) must be submitted to the Foundation at least 90 days prior to the proposed event for approval.
- ☐ Please submit event proceeds to the Foundation within 30 days of the event.
- ☐ Under no circumstances may an individual keep any portion of the proceeds as profit or compensation for organizing the event.
- ☐ Please note that expenses should not be more than 50% of the total revenue.
- ☐ Please advise the Foundation if the event plans change from what was originally planned.
- ☐ A new application must be submitted each year for all annual events.