



## HOST AN EVENT FAQS

### **CAN I HAVE A RAFFLE AT MY EVENT?**

The State of Michigan requires that all raffles, 50/50 drawings, Chinese raffles and door prize drawings require a raffle license. The Children's Foundation does not apply for raffle licenses for third-party events. Should the third party event host be an independent 501©3, the Foundation would then recommend that the third party host apply for a license under their tax ID number. Please note that some venues will have raffle licenses that can be used for fundraisers. For further questions regarding raffles, we ask that you review the charitable gaming rules of the State of Michigan by visiting this link and then ask any additional questions by contacting the Special Events staff at the Foundation by calling (313) 964-6994

### **CAN SOMEONE FROM THE CHM FOUNDATION HELP ME RUN MY EVENT?**

Special Event staff members will be able to provide guidance, but we are not able to manage your event for you. We recommend that you work with our staff who will help you form a committee and will direct you towards resources to help with the planning process. Your committee will play an important role in providing support during your planning and throughout your event. If you have questions, contact us [HERE](#).

### **CAN CHILDREN'S FOUNDATION ISSUE TAX RECEIPTS TO MY DONORS?**

Children's Foundation will issue IRS compliant charitable tax receipts to the full extent of the law only if the donation is made payable directly to Children's Foundation along with detailed contact information of the donor.

If the donation is made payable to the third-party event organizer, we cannot legally issue a tax receipt letter to the original donor. The tax receipt letter then would be issued directly to the third-party event organizer who would submit a check of net-proceeds to the Foundation.

Tax law in the state of Michigan is extremely complex in regard to donations of in-kind items and services and monetary donations. Disregarding proper tax law when it comes to receipting can put our charitable tax status in jeopardy. For this reason, we ask that you contact a Foundation staff member who can walk you through the complexities.

### **I DONATED AN ITEM TO CHILDREN'S HOSPITAL OF MICHIGAN. IS IT TAX-DEDUCTIBLE?**

It is possible that items donated to Children's Hospital of Michigan through the Foundation are tax-deductible. For more information, as tax-deductibility depends on the item donated, please call (313) 964-6994.

## **WILL THE CHILDREN'S FOUNDATION COVER THE COST OF MY EVENT?**

The Children's Foundation does not cover the cost of any third-party events. We ask that you work with your committee and Foundation staff member to solicit sponsors for your event and/or request in-kind donors to reduce cost.

## **CAN I ADVERTISE MY EVENT AT THE CHILDREN'S HOSPITAL OF MICHIGAN?**

Advertising of events is reviewed on a case by case basis. Please see our guidelines for more information.

## **CAN SOMEONE FROM THE FOUNDATION OR THE HOSPITAL ATTEND AND/OR SPEAK AT MY EVENT?**

Each event and effort to support our mission is important to the Foundation. Our team will consider all requests for Foundation and/or Hospital representation; however, because of the high demand on Children's Foundation staff time, we are unable to guarantee that a representative will be able to attend your event. Additionally, on behalf of the physicians, staff and volunteers of Children's Hospital of Michigan, we thank you for your support and understanding that a great deal of their time is dedicated to treating patients and ensuring that the funds you raise are working toward improving the quality of life for the children in our community.

## **WHAT ARE THE STEPS TO HOST AN EVENT TO BENEFIT THE CHILDREN'S FOUNDATION?**

Fill out an [event fundraising application](#) or if you have further questions, send an email to: [GJiovani@YourChildrensFoundation.org](mailto:GJiovani@YourChildrensFoundation.org).

## **NOW WHAT HAPPENS?**

A member of our staff will contact you within two weeks to discuss your application. Meanwhile, should you have any questions give us a call at (313) 964-6994.

## **WHAT ARE YOUR POLICIES REGARDING DOING AN EVENT?**

To see our guidelines regarding third-party events click [HERE](#).

## **DO YOU HAVE ANY BROCHURES I CAN HAND OUT AT MY EVENT?**

Based on availability, we may be able to provide a small quantity of materials for you to distribute. Please contact the Special Events Department to discuss your needs.

## **CAN I COME IN AND ENTERTAIN THE CHILDREN IN SOME WAY?**

The Children's Foundation will refer you to the Volunteer Services department at the Children's Hospital of Michigan in order to entertain or interact with patients at the Children's Hospital of Michigan. To contact Volunteer Services, call (313) 745-5326.

## **CAN I USE THE CHILDREN'S HOSPITAL OF MICHIGAN (CHM) OR THE CHILDREN'S FOUNDATION LOGO?**

Either logo may only be used by permission. If permission is granted, the logo may not be altered in any way. Permission is only granted when an event / fundraising activity application is approved.

## **CAN I DO A TOY DRIVE?**

Please see the Toys & Games Wish List for ideas about developmentally appropriate toys that are most sought-after by children, and to learn what items we cannot accept. For additional information about items to be donated to Children's Hospital of Michigan, please contact Sinéad Nimmo, Child Life Project Specialist, at 313-745-5364.

### **Donate Items for Events**

The Foundation is grateful for items that can be used to leverage support at our events, particularly:

Goodie items for gift bags

Raffle Items

Gift Certificates

Auction items

If you are interested in donating an item, please contact Kate Kesner, Special Events Officer, by phone at (313) 745-8814 or email at [kate.kesner@chmfoundation.org](mailto:kate.kesner@chmfoundation.org). Please note that we may only accept new, unused items in their original packaging for event use.

## **WHAT ARE THE EVENTS COMING UP THAT I CAN PARTICIPATE IN?**

Please click [HERE](#) for a list of events.

## **I ATTENDED A FOUNDATION EVENT. CAN I DEDUCT THE COST OF MY TICKET?**

You may only deduct anything above the fair market value of your ticket. For example, if you paid \$75 to attend an event, and in return you received \$25 in fair market value goods (beverages, food, gift bag, etc.), then you may deduct the remaining balance which would be \$50. For more information, we recommend contacting a certified tax professional.

## **CAN I VOLUNTEER FOR AN EVENT?**

We are always interested in adding new volunteers. The Foundation welcomes Children's Foundation Ambassadors, patients and family members who are willing to share their personal experience with the Foundation or Children's Foundation at an event to increase support.

Those interested should contact the marketing and events team at [staff@chmfoundation.org](mailto:staff@chmfoundation.org) or (313) 964-6994 Please clearly state "Ambassador Program" in the subject line or provide this reference when calling the Foundation.