



## Third-Party Event Request Form

Thank you for your interest in planning an event to benefit the mission and vision of Sparrow. Your support helps us serve the healthcare needs of this region; providing exceptional care to every person, every time, regardless of their ability to pay. To help your efforts succeed, it is critical that the Sparrow Foundation be a key part of your event planning. Please complete this form and submit it for approval to the Sparrow Foundation at the very beginning stages of planning your event. We reserve the right to refuse an affiliation with any group or event that is not deemed an appropriate fundraiser for Sparrow, for any reason. Should you have any questions, please refer to the list of 3<sup>rd</sup> Party Policy points on the next page or call us at 517.364.5680.

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Number of Expected Participants: \_\_\_\_\_

Event Location: \_\_\_\_\_

Fundraising Purpose: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Estimated Profit: \_\_\_\_\_ Estimated Expenses: \_\_\_\_\_

Estimated Donation to Sparrow: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Organization Description: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Foundation Support Needed:** (check all that apply)

- Foundation/Sparrow Materials
- Staff Speaker at Event
- Volunteer/Event Assistance
- Gift Envelopes
- Donation Canister
- Other

Contact Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**FOUNDATION USE ONLY**

APPROVED: YES or NO BY: \_\_\_\_\_ Date: \_\_\_\_\_

3<sup>rd</sup> Party Contact Notified on: \_\_\_\_\_ via \_\_\_\_\_



## 3<sup>rd</sup> Party Policies

- The Foundation must approve any event that will be positioned as a fundraiser for Sparrow.
- The Foundation reserves the right to refuse affiliation with any group or any event at any time.
- Any printed materials you create should be approved by the Foundation in advance of the event.
- Any use of the Sparrow name or logo must be in accordance with the image requirements established by the Sparrow Marketing Department.
- The Foundation will not take a leadership role in the planning or implementation of your event.
- When appropriate, staff or volunteers may be assigned to be present at your event.
- The Foundation will market your event as deemed appropriate upon approval; such promotion may include a press release, listing at [www.sparrowfoundation.org](http://www.sparrowfoundation.org) or via other venues.
- An event is most successful when expenses are less than 25% of your anticipated profit; then, your intent to benefit the organization has the most impact.
- All proceeds from your event should be turned over to the Foundation within 30 days of the function.
- The Foundation will send thank-you letters/tax-receipts to those for whom we have complete contact information for all gifts exceeding \$20 each. Gifts less than \$20 can be receipted upon individual request.

For any other questions or concerns, please do not hesitate to contact the Sparrow Foundation at [foundation@sparrowfoundation.org](mailto:foundation@sparrowfoundation.org) or by calling 517.364.5680. We deeply appreciate your thinking of Sparrow and look forward to talking with you soon.