



Guidelines for Community Events

Thank you for your interest in supporting The Barbara Bush Children's Hospital (BBCH) by coordinating a community event. Individuals or organizations wishing to host events are asked to notify the Philanthropy Department at The Barbara Bush Children's Hospital in advance of organizing and publicizing the event to ensure maximum impact, and alignment with BBCH goals, policies and procedures.

- Outside organizations/individuals wishing to host an event to benefit BBCH shall provide a detailed description of the event by completing the **Community Event Proposal Form** and providing any other pertinent information. This must be submitted to the Philanthropy team for approval at least 60 days prior to the date of your fundraising event or promotion launch.
- A list of products or percentage of sales tied to a promotional offer that benefits The Barbara Bush Children's Hospital must be included with your proposal and be approved before being advertised.
- Promotional materials (such as posters, invites, fliers, ads, press releases, etc.) created for your event must be reviewed and approved by The Barbara Bush Children's Hospital before they can be used.
- The event host agrees to make every effort to convey that BBCH is not the host of the event, but rather the beneficiary. Printed materials and other messaging should state that your event is "benefitting The Barbara Bush Children's Hospital."
- The Barbara Bush Children's Hospital is unable to provide funding for your event, solicit sponsorships, or sell tickets on behalf of your group.
- If you plan to approach businesses and corporations for support (sponsorship, in-kind gifts, promotion, etc.) please provide a list of prospective contacts to The Barbara Bush Children's Hospital before making an ask. Many local organizations may already be supporting The Barbara Bush Children's Hospital and we want to avoid multiple requests to our partners. We may also have suggestions about your solicitations based on our experience.
- Your fundraising group is responsible for recruitment of volunteers to support your event.
- The hosting individual or organization is responsible for securing all necessary permits, licenses, and/or certificates of insurance, etc.
- The children's hospital requires that students or individuals under the age of 18 have a mentor or adult advisor to oversee the coordination of a school or community event/project.
- If you plan to use proceeds from your event to help cover expenses, **we require that the total expenses not exceed 1/3 of the gross revenue.** Depending on the nature of the event, The Barbara Bush Children's Hospital Philanthropy Department may require a minimum guaranteed donation, or ask to review a detailed budget.

- Costs incurred for the event are the responsibility of the organizing individual or group.
- You may not keep any portion of proceeds as profit or compensation for organizing the event.
- A final accounting of income and expenses, along with the event proceeds/donation, must be submitted to The Barbara Bush Children’s Hospital within 30 days of your completed community event.
- Event must comply with all federal, state, and local laws governing charitable fundraising and gift reporting.
- All raffles and other games of chance must be conducted in accordance with state law. For more information, please contact the Maine Gambling Control Unit (part of the Department of Public Safety) at 207-626-3900 or Gambling.Control@maine.gov, or visit their website at <https://www.maine.gov/dps/gamb-control/>.
- Due to confidentiality regulations, The Barbara Bush Children’s Hospital is unable to release donor, volunteer, employee, physician or any other mailing lists, whether for the purpose of solicitation of funds or participation in your event.
- If circumstances warrant, The Barbara Bush Children’s Hospital may opt out as a beneficiary of the event/promotion at any time with no obligation. BBCH reserves the right to refuse any event not considered to be in alignment with our mission and goals.
- Some criteria used by The Barbara Bush Children’s Hospital for reviewing proposals include:
 - Does the event support the mission of The Barbara Bush Children’s Hospital?
 - Does the event have a viable target audience?
 - Does the event have a realistic budget that complies with these guidelines?
- The fundraising event or appeal organizer/sponsor/organization agrees to indemnify, refund and hold The Barbara Bush Children’s Hospital and it’s Children’s Miracle Network Hospitals program harmless against and in respect of any and all claims, demands, losses, costs, expenses, obligations, liabilities damages, recoveries and deficiencies, including interests, penalties and reasonable attorney’s fees that shall be incurred or suffered by The Barbara Bush Children’s Hospital which arise, result from or relate to the fundraising event or appeal, the organizer/sponsor/organization’s performance of its agreement as specified in these guidelines and the Community Event Proposal Form.

**Make checks payable to: The Barbara Bush Children’s Hospital
Philanthropy Department, 22 Bramhall Street, Portland, ME 04102**

Thank you for your compliance with above guidelines. Please save a copy for your records.

Please direct questions to:

GetInvolved@mmc.org or (207) 662-2737