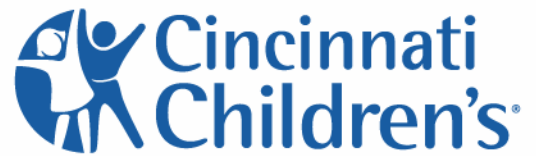


Third Party Event Application Form



This is an application for approval to conduct a fund raising event for the benefit of Cincinnati Children's Hospital Medical Center. The applicant understands that no such event can be held without the prior written approval of Cincinnati Children's. Please complete the following information.

Name/Title for Event: _____

Organizer Information

Name of contact person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Preferred method/time of communication: _____

Describe your relationship to Cincinnati Children's: _____

List the members of the planning committee: _____

Event Information

Date: _____ Time: _____

Location (city and venue): _____

Briefly describe the event: _____

Has this event taken place before? Yes No If yes, when: _____

What is the cost to participate or attend? _____

How will funds be raised? _____

What % or amount of the funds raised will Cincinnati Children's receive? _____

Will any other charities receive proceeds from the event? Yes No If so, who: _____

Is there a sponsoring organization? Yes No If so, who: _____

Will alcohol be served at the event? Yes No If so, please provide details below: _____

Budget Information

NOTE: A budget worksheet has been included to assist you in answering the following questions.

Anticipated total revenues: \$ _____

Anticipated total expenses: \$ _____

Anticipated total donation: \$ _____

Intended Use of Funds

- Cincinnati Children's Fund (supports the medical center's most pressing needs)
- Research Discovery Fund (supports groundbreaking research and medical discoveries)
- Surgical Innovation Fund (supports recruitment/training of surgeons and new surgical technologies)
- Patient Care Fund (supports vital patient care services like nursing, social services & pharmacy)
- Medical Education Fund (supports the training and education of medical residents and fellows)
- Other: _____

POLICIES

Letterhead

No event organizer will be granted permission to use Cincinnati Children's letterhead or envelopes. Should the event be approved, a letter of support will be included in the approval packet. Copies may be made as needed. The purpose of this letter is to add validity to the event when soliciting donations.

Submitting your Donation to Cincinnati Children's

All event proceeds must be submitted to your event representative within ninety (90) days of the event. This should be done in a lump-sum check made payable to Children's Hospital Medical Center. Please include a copy of the event contract with your donation.

Using Cincinnati Children's Logo

All printed materials, press releases and advertising for the event that mention Cincinnati Children's or contain its logo must be approved by Cincinnati Children's prior to the production, distribution, broadcast or publication of any materials.

The Role of Cincinnati Children's:

- Offer advice and expertise on event planning
- Arrange staff or volunteer attendance at event or check presentation, if feasible and appropriate
- Acknowledge direct contributions to Cincinnati Children's Hospital Medical Center
- Approve the use of the medical center name and/or logo as appropriate
- Provide a letter of support to validate the authenticity of the event and its organizers
- Offer a tour of the medical center for volunteer fundraiser(s)

We do not:

- Offer funding or reimbursement for expenses
- Share mailing list of donors
- Guarantee staff or volunteers at the event
- Provide event insurance
- Sign vendor contracts
- Provide tax identification number
- Solicit for cash or in-kind donations

TERMS AND CONDITIONS

1. The terms of this agreement shall be from the date Cincinnati Children's approves Organizer's proposal until the conclusion of the event. Cincinnati Children's has the right to terminate this agreement at any time if it determines that the event is likely to be injurious to the image of Cincinnati Children's.
2. Organizer represents to Cincinnati Children's that: (a) they will comply with all applicable laws while planning, promoting and conducting the event; (b) all necessary insurance, licenses and permits will be obtained and will be in force through the conclusion of the event; (c) the event will result in no cost or expense to Cincinnati Children's whatsoever, unless expressly agreed in writing to the contrary; and (d) Organizer will indemnify and hold Cincinnati Children's harmless from any and all claims of any kind or nature whatsoever arising out of, or in any way related to, the event.
3. Organizer agrees to provide Cincinnati Children's with the agreed upon proceeds from the event, along with a written accounting of event revenues and expenses within ninety (90) days after the event. Cincinnati Children's may audit the event revenues and expenses, if necessary.
4. Cincinnati Children's cannot sponsor or endorse fundraising events or products. Event materials should state that "Proceeds benefit Cincinnati Children's Hospital Medical Center."
5. A representative from Cincinnati Children's may be able to attend Organizer's event. Requests for personal appearances by medical center staff will be handled on a case-by-case basis. Due to the volume of requests made and the availability of staff, not all requests can be fulfilled.
6. Any use of the Cincinnati Children's logo is subject to the prior written approval of Cincinnati Children's. Accordingly, Organizer agrees to submit to Cincinnati Children's for approval – prior to the production, distribution, broadcast, or publication thereof – all printed materials, publicity releases and advertising relating to the event that mentions Cincinnati Children's or contains its logo.
7. Organizer understands and agrees that the logo: (a) may not be altered in any way, nor may they be sublicensed to any other person; (b) may not be used in connection with any telemarketing or door-to-door solicitations; and/or (c) may not be used in conjunction with terminology that is contrary to the mission of Cincinnati Children's.
8. In accordance with standards adopted by the BBB Wise Giving Alliance, Organizer agrees that any solicitations relating to the event must specify at the point of solicitation, and in a manner acceptable to Cincinnati Children's: (a) that Cincinnati Children's is the benefiting organization; (b) the actual or anticipated portion of the purchase price that will benefit Cincinnati Children's; (c) the duration of the campaign; and (d) any maximum or guaranteed minimum contribution amount.
9. Nothing in this document shall be construed to authorize Organizer, or any of its employees or representatives, to act as an agent of Cincinnati Children's. For example, Organizer may not open a bank account in Cincinnati Children's name, nor may it endorse or attempt to negotiate any checks made payable to Cincinnati Children's, all of which must be promptly forwarded to Cincinnati Children's for processing.
10. This agreement shall terminate at the conclusion of the event. Thereafter, the Organizer may continue to receive funds for Cincinnati Children's, provided such funds are paid promptly to Cincinnati Children's. However, the Organizer shall discontinue use of the logo following the termination date unless expressly authorized to the contrary in writing by Cincinnati Children's.

Note: This Agreement will not become effective unless and until it is approved by Cincinnati Children's, as evidenced by the signature of an authorized Cincinnati Children's representative below. By signing, Organizer agrees to the Policies, Terms and Conditions outlined above.

PROPOSED BY:

APPROVED BY:

Signature of Organizer

Keith Henize
Manager, Special Events

Print name

Keith Henize
Print name

Date

Date