

# Event Registration Form

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**Connecticut Children's Medical Center Foundation, Inc.**

282 Washington Street, Hartford, Connecticut 06106

860.837.5700 main 860.837.5740 fax

***give.connecticutchildrens.org***

Thank you for your interest in supporting Connecticut Children's, a Children's Miracle Network Hospitals partner. Whether you have your own personal connection to Connecticut Children's, are paying tribute to a family member, friend or colleague, or simply want to get your friends together to have a great time, hosting an individual or team fundraiser to benefit Connecticut Children's is a wonderful way to share our mission and vision with the community.

We now have two great options to assist you as you raise funds on behalf of Connecticut Children's:

- **[Create Your Own Fundraiser \(http://give.connecticutchildrens.org/fundraise\)](http://give.connecticutchildrens.org/fundraise)** This virtual crowdfunding platform will allow you to register and promote your event, share event details and communications, register team members (if applicable) and solicit donations through a secure link in real-time.
- **Offline Event Submission**  
If you wish to collect donations in person and submit a donation to Connecticut Children's post-event, please complete and return this **Event Registration Form** to Connecticut Children's Medical Center Foundation at [events@connecticutchildrens.org](mailto:events@connecticutchildrens.org) or via fax at 860.837.5740.

Due to the number of event requests that Connecticut Children's Medical Center Foundation receives, all offline event submissions must be reviewed and approved prior to any promotion of the event. Please take a moment to read the FAQs that follow and submit the **Event Proposal Form at least eight (8) weeks prior to the proposed first day of the fundraiser.**

If you have any questions regarding the **Event Registration Form**, please contact Connecticut Children's Medical Center Foundation at 860.837.5700 or via email at [events@connecticutchildrens.org](mailto:events@connecticutchildrens.org) to discuss further.

Not ready to host an event? **Volunteer with us!** Please email us at [events@connecticutchildrens.org](mailto:events@connecticutchildrens.org) for more information.

**CONTACT INFORMATION**

**Fundraiser Contact:** \_\_\_\_\_  
(If hosting event as part of a company or organization, please complete with the business information; otherwise, please use your personal information.)

**Company Name** (if applicable): \_\_\_\_\_

**Group/Organization Planning Fundraiser:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Home/Office Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Event/Organization Website:** \_\_\_\_\_

**EVENT INFORMATION**

**Name of Fundraiser:** \_\_\_\_\_

- Are you hosting this fundraiser as part of a Children's Miracle Network Hospitals (CMN Hospitals) National Partnership/Program?  **Yes**  **No**

*If yes, which partnership or program:* \_\_\_\_\_

- Is this a Cause-Related Marketing Initiative (ie, a business seeking to partner with Connecticut Children's to raise funds through donations or sales)?  **Yes**  **No**

*To learn more about Cause-Related Marketing (CRM) opportunities for your business, please contact Alyssa Horral at 860.837.5728 or ahorral@connecticutchildrens.org.*

*Please see #4 on "Terms" for further information about Cause-Related Marketing options.*

**Description of Fundraiser:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please Share Why You Chose Connecticut Children's:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date(s) of Fundraiser:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**Estimated Participation:** \_\_\_\_\_ **Cost to Participate:** \_\_\_\_\_

**Location/Venue Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

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

### **EVENT MANAGEMENT LOGISTICS**

**Is the event:** Open to the public  **Yes**  **No**  
By invitation only  **Yes**  **No**

**Have you formed a committee to help organize the event?**  **Yes**  **No**

**Is Connecticut Children's the sole beneficiary?**  **Yes**  **No**

**Who will you solicit?**  Friends  Family  Clients  Other: \_\_\_\_\_

**Fundraising Goal: \$** \_\_\_\_\_

**Estimate of Total Funds Raised (Goal) and Spent (Budget)** \_\_\_\_\_

**How will funds be raised?** *(Check all that apply)*  Admissions *(tickets/golfers, etc.)*  Sponsorships  Raffle/Auction\*  
 Online  Other: \_\_\_\_\_

*\*If conducting a raffle, is there a completed or permit application pending with the State of Connecticut?*  **Yes**  **No**

Estimated expenses: \$ \_\_\_\_\_ Estimated Net Donation to Connecticut Children's: \$ \_\_\_\_\_

Donations are directed to the Greatest Need Children's Fund. If you wish to otherwise direct the dollars raised, please contact Connecticut Children's Medical Center Foundation at 860.837.5700 or via email at [events@connecticutchildrens.org](mailto:events@connecticutchildrens.org) to discuss further.

### **FREQUENTLY ASKED QUESTIONS**

Please note that the information provided in this FAQ is general information provided as a courtesy to help you plan your fundraising event. It is not intended as legal, tax, or financial advice. You should consult your own attorney or tax advisor with further questions related to the tax, financial, or legal implications of your fundraising event.

**Q: Do I need to create a 501(c)(3) (non-profit) organization to host a fundraiser for Connecticut Children's?**

*A: Some individuals choose to create a nonprofit or organize as an unincorporated association; however, others do not. It is not mandatory to set up a fundraising charity. Anyone can host a fundraiser for Connecticut Children's with Connecticut Children's Medical Center Foundation's approval.*

**Q: How do I pay for my event?**

*A. Connecticut Children's Medical Center Foundation does not manage or advise about the finances of third-party events.*

- Any donation made out directly to Connecticut Children's is not available to the event organizer to pay for event expenses.*
- Some people choose to establish separate bank accounts for their events to manage income and expenses. Consider consulting a tax/financial advisor to determine whether this is advisable in your scenario.*
- If event expenses are greater than the total collected, the group conducting the event is responsible for payment of these additional expenses.*
- You may be asked to provide a financial statement detailing income and expenses.*

**Q: What will my donation fund?**

*A: Gifts to Connecticut Children's touch every division and enable us to pursue our vision of making the children in Connecticut the healthiest in the country. From nonclinical resources to assist families in need, to cutting-edge research in search of a cure, donor gifts play an essential role in our ability to make the necessary investments in people, technology, and state-of-the-art equipment that define the exceptional care we provide to the children and families who need us.*

*If you are hosting this event as part of a Children's Miracle Network Hospitals National Partner or Program, please submit your funds in accordance with that partner's or program's national agreement.*

**Q: Can event organizers use the Connecticut Children's name or logo for an event?**

A: Prior written authorization by Connecticut Children's is required before using our name or logo. This requirement applies to broadcast promotions, all printed materials, web content and any other promotional information or specialty items related to your event. If you do choose to create additional materials, please keep in mind the following:

- Connecticut Children's logo cannot be legally reproduced without permission.
- You must adhere to [Connecticut Children's brand standards](#).
  - In accordance with our current brand standards, please use the phrase "Connecticut Children's"—not "CCMC"—in all cases.
- All promotional materials must be reviewed by Connecticut Children's before they are used.

**Q: What support can Connecticut Children's provide?**

A. Connecticut Children's can provide the following support:

- Toolkit on event planning
- Assistance with designing a flyer, at Connecticut Children's discretion and with appropriate notice
- Approved logos for your marketing materials
- An event approval letter to validate the authenticity of your event
- Website and/or social media calendar postings may be possible at the discretion of Connecticut Children's
- Tips on how to share your fundraiser with the community and media

**Q: What support is Connecticut Children's unable to provide?**

A. Connecticut Children's is unable to provide the following:

- Donor mailing lists
- Insurance
- Connecticut Children's tax-exempt status for purchases
- Raffle coverage. Event organizer must comply with all local and state laws and purchase any necessary permits and licenses. Raffles may only be conducted by a qualified organization eligible to obtain a permit under Connecticut law. Event organizations shall provide proof of permit upon request by Connecticut Children's.
- Auction items
- Sponsorships
- Volunteers
- Legal, tax, or financial advice
- Event expenses
- Giveaways
- Media contacts and publicity
- Exposure on Connecticut Children's social media channels
- Celebrities for appearances

**Q: Can I post my fundraiser on my own social media?**

A: Yes. Event coordinators are encouraged to promote their event on their own social media pages. This is a great way to raise awareness about your event.

- When posting, please be sure to use the official hashtag, #CTChildrens as well as the appropriate social media handles for Connecticut Children's official social media pages. This allows us to know when you are posting about us!
- Connecticut Children's Social Media Handles  
The following handles should be used as appropriate:  
Facebook, Instagram and LinkedIn: @ConnecticutChildrens  
Twitter: @CTChildrens

**Q: Will Foundation staff attend my committee meetings and/or my event?**

A: Due to the large number of fundraising event requests and limited staff resources, we cannot guarantee attendance of physicians, staff, patients or volunteers at your fundraiser.

**Q: I am not ready to host an event yet, but how else can I be involved?**

A: Please consider contributing your time and talent by volunteering for a Connecticut Children's fundraising event. Please contact the Foundation at 860.837.5700 or [events@connecticutchildrens.org](mailto:events@connecticutchildrens.org) for more information.

**Q: Can event organizers request Connecticut Children's Medical Center Foundation's Tax ID and W-9?**

A: Please contact the Foundation at 860.837.5700 or [events@connecticutchildrens.org](mailto:events@connecticutchildrens.org) to determine the best way to accommodate the needs of the donor or sponsor that is requesting this information.

**Q: Will each of my donors get a receipt?**

A: This will depend on the tax status of the organization running the event. If, as part of the activity, your donors make a direct donation to Connecticut Children's Medical Center Foundation (either via check containing their full contact information or via our website), we will treat it as a direct donation to Connecticut Children's and acknowledge it as such.

**Q: How do I donate the proceeds of my fundraiser?**

A: We welcome the opportunity to personally thank you by hosting a hospital visit and public spaces tour following your event. Event leaders will be invited to the hospital for a tour and a photo with our "big check." Donations\* can be made at that time or sent to Connecticut Children's Medical Center Foundation within 60 days of the fundraiser. All checks should be made payable to Connecticut Children's Medical Center Foundation and mailed to the address below:

**Connecticut Children's Medical Center Foundation**

Attention: Events

282 Washington Street, Hartford, CT 06106

\*Please include your event name and contact information with your donation.

**Terms:**

For the purposes of this document, all references to "Connecticut Children's Medical Center Foundation," "Connecticut Children's Medical Center" or "Connecticut Children's" shall also include Children's Miracle Network Hospitals in the Hartford/New Haven DMA.

1. Connecticut Children's name or logos may not be used in any way without written permission from Connecticut Children's.
2. Event organizer will not use Connecticut Children's name, logo and/or letterhead to solicit prizes, sponsorship, underwriting or cash donations from another organization in order to support the proposed event, promotion or sale without prior approval from Connecticut Children's.
3. Connecticut Children's will not solicit prizes for the event.
4. Cause-Related Marketing (CRM) campaign, including the sale of goods or services by a for-profit entity representing that the sale or service will benefit Connecticut Children's, require a separate written agreement with Connecticut Children's that complies with Connecticut state law.
5. Event organizer will not (i) offer, on behalf of Connecticut Children's, free tickets, advertising, or mentions in the event programs in exchange for donations, sponsorships, or underwriting or (ii) represent him/herself as an employee, agent, or official representative of Connecticut Children's.
6. Event organizer must comply with all local and state laws and purchase any necessary permits and licenses.
  - Raffles may only be conducted by a qualified organization eligible to obtain a permit under Connecticut law. All raffles are required to be permitted. Event organizations shall provide proof of permit upon request by Connecticut Children's.
7. Promotional materials must be reviewed and approved by Connecticut Children's prior to use.
  - Event organizer agrees to submit all promotional materials to Connecticut Children's at least ten (10) days prior to planned use.
  - Connecticut Children's cannot guarantee media coverage (television, radio, or print). Contact with the media about the event or promotion may be made by the event organizer, provided that the organizer communicates with Connecticut Children's regarding contacts or arrangements. Connecticut Children's does not purchase advertising to promote third-party events.
  - There must be no exploitation of children or families utilizing Connecticut Children's, including but not limited to photographs of children.
8. Connecticut Children's reserves the right to observe your event.
9. Connecticut Children's cannot serve as the fiscal agent for the event, i.e. Connecticut Children's will not pay expenses for the event.
  - Contributions to Connecticut Children's may be tax deductible (less the value of goods and services received). Amounts paid for items sold at the event (including raffle tickets) may not be tax deductible. Event promotions must describe whether amounts paid may or may not be tax deductible.
10. Connecticut Children's cannot guarantee employees and/or volunteers will be available for the event. Requests for staff/volunteer assistance at the event should be made at the time of the proposal.

11. Please limit the expenses for your event to twenty five (25%) of your total revenue. A financial statement may be requested. The proceeds of the event will be transferred to Connecticut Children's within sixty (60) days of the event's conclusion. The event organizer may continue to receive funds after the conclusion of the fundraiser, provided such funds are paid promptly to Connecticut Children's.

- If you are doing this event as part of a Children's Miracle Network Hospitals National Partner or Program, please submit your funds in accordance with that partner's or program's national agreement.

12. Connecticut Children's is not responsible for providing liability insurance for the event. Event organizers shall indemnify and hold harmless Connecticut Children's from liabilities, losses, and expenses arising from the event or promotion, and shall provide proof of insurance in appropriate amount and scope upon request of Connecticut Children's.

**Event Organizer:**

I, as the event organizer or as the duly authorized representative of the event organizer, have read and agree to abide by the terms set forth above by Connecticut Children's Medical Center Foundation. The details of the event are true to the best of my knowledge and I will immediately notify Connecticut Children's if there are any changes.

Signature: \_\_\_\_\_ (\*\*Must be 18 years or older to sign)

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed form to:**

**Connecticut Children's Medical Center Foundation, Inc.**

Attn: Events  
282 Washington Street  
Hartford, CT 06106  
Fax 860.837.5740  
Email: [events@connecticutchildrens.org](mailto:events@connecticutchildrens.org).

Please submit this form at least eight (8) weeks prior to the proposed first day of the fundraiser. Completion of this Event Registration Form does not ensure approval. You will be contacted if further information is needed. If you have any questions regarding this form or your fundraiser, or are unable to meet this deadline, please contact Connecticut Children's Medical Center Foundation at 860.837.5700 or via email at [events@connecticutchildrens.org](mailto:events@connecticutchildrens.org).