



Third Party Fundraisers - Frequently Asked Questions

EVENT APPROVAL

After I submit my event application form, how long is the approval process?

The Foundation must approve all events and campaigns in advance. You will hear back regarding your application within 5 business days.

Note: The Foundation must be notified if there are any significant changes to the event/campaign once it has been approved.

LOGO USE AND PROMOTION

Can I use the Baptist Health Foundation logo to help promote my event or in marketing materials?

Yes. Once your event application is approved, you will receive access to our logos. All event materials containing our name or logo must be sent to a Foundation staff member for approval prior to printing or distribution. The logo cannot be altered in any way.

Can Baptist Health or Baptist Health Foundation be used as a part of my event name?

Baptist Health or Baptist Health Foundation may only be identified as the beneficiary of the event/campaign.

Can the Foundation provide publicity or contacts with the media?

Our staff is unable to provide media contacts for individual events to outside media sources. We recommend that you put together your own media plan. However, we can provide advice or information about how to conduct a successful media campaign.

EVENT PLANNING

Can funds raised be used for expenses?

We recognize that some coordinators may need funds to run an event and pay reasonable expenses. However, the Foundation cannot fund or financially support community fundraisers. Coordinators are responsible for covering all expenses and will not be reimbursed by the Foundation or the hospital.

Can I use the hospital's or Foundation's sales tax exemption number?

Unfortunately, sales tax laws do not allow event coordinators to use our tax exempt status for purchases.

Can someone from the hospital or Foundation attend or speak at my event?

While we will review and consider all requests, because of the large demand on clinical and support staff time, we can't guarantee attendance of physicians, staff, or volunteers at your fundraiser.

Can I have a silent auction at my event to raise more funds?

Yes. However, the Foundation is unable to secure silent auction items for your event and cannot facilitate your auction. Once your auction is approved, we are available to provide guidance on how to hold a successful silent auction, and can also provide an in-kind donation form to track donations provided to benefit Baptist Health Foundation.

Can the Foundation or hospital provide volunteers for my event?

We recommend you recruit volunteers for your event and suggest you reach out to friends, families and those in your community to volunteer. If you are unable to recruit the volunteer support you need, please let us know, and we can review and consider being able to assist in providing a few volunteers.

Does Baptist Health or the Foundation provide event insurance?

Event manager agrees to obtain all required permits and licenses for the event. Because Baptist Health has no direct involvement with running the fundraiser, we cannot provide event insurance. The event manager is responsible for obtaining event insurance and certificates of insurance.

FOLLOW UP & RECEIPTING

Who do I make checks payable to after the fundraiser?

Please make checks payable to Baptist Health Foundation and mail within 30 days to:

Baptist Health Foundation
Attn: Erica Moore
9601 Baptist Health Drive
Little Rock, AR 72202

Do donors receive a charitable gift receipt from Baptist Health Foundation?

The Foundation will issue acknowledgement letters that include our tax ID to substantiate donations made payable directly to Baptist Health Foundation for tax purposes. This includes donations of money, in-kind items, and services.