



Community Partner Event Guidelines

The Craig Foundation is extremely grateful to our Community Partner Event Hosts. These generous individuals, businesses, or groups host events—also called third-party fundraisers—to raise funds for Craig. These events are not hosted, organized, or paid for by Craig, but the proceeds generated from these Community Partner fundraisers support Craig’s mission.

COMMUNITY PARTNER (THIRD-PARTY) EVENT PROCESS

Event Submission

Potential organizers must review the following Community Partnership Event Guidelines and Event Application and submit a signed copy of the application to Nancy Tomb at 3425 S. Clarkson St., Englewood, CO 80113 or ntomb@craighospital.org. Annual events should be submitted each year.

Review

We will review the proposed event for feasibility and suitability with Craig's mission, goals, and objectives.

Approval

Approval must be obtained before event planning begins. If your event is approved, we will provide a letter of support within two weeks. You may show the letter to potential event donors, sponsors, and volunteers to help validate and promote the event.

Event Completion

We should receive all net proceeds within 90 business days of the conclusion of each event and/or promotion. Make checks payable to the Craig Hospital Foundation and mail to:

Craig Hospital Foundation
Attn: Nancy Tomb
3425 S. Clarkson St.
Englewood, CO 80113

Funds may also be submitted online via www.craighospital.org/foundation/donate.



Community Partner (Third-Party) Event Guidelines

Thanks to caring members of the community like you, Craig Hospital empowers individuals with spinal cord and brain injuries through comprehensive rehabilitation programs.

These guidelines are intended to protect the donating parties and the Craig Hospital Foundation.

Disclaimer: We reserve the right to adjust the contents of this packet to meet the needs of individual event circumstances. Those situations are evaluated internally and done so on a case-by-case basis. It is expected that unless otherwise approved, all third-party event activities will adhere to the guidelines outlined in this packet.

Definitions: “We” refers to the Craig Hospital Foundation and/or Craig Hospital. “You” refers to the Community Partner Event organizer(s).

Prohibited Events

We reserve the right to decline association with any Community Partner Event when we believe that such association may have a negative effect on Craig’s credibility or reputation. We also reserve the right to approve any co-beneficiaries.

Portion of Sales Events

We appreciate businesses that wish to donate a portion of their daily sales to Craig, however we limit participation in these promotions to groups who donate a percentage of sales regardless of customer affiliation with or mention of Craig. The Craig Foundation cannot commit to promoting or otherwise driving customers to the event.

Accessibility

Your event should be accessible to people with disabilities and should take place at a location that meets ADA regulations. You should make advance arrangements for any special accommodations needed by those in attendance, including any volunteers and/or staff.



Pickleball for Heroes Tournament

Event Permits, Insurance, and Liability

- You are responsible for obtaining any necessary permits and clearances required by local and state government and complying with all applicable laws. This includes obtaining permits for the sale or service of liquor.
- Raffles, drawings and other games of chance are governed by a variety of state municipal and federal laws. Such an activity needs special permits and you must allow extra time for these to be obtained. The Craig Hospital Foundation does not hold a raffle license. If you hold a raffle in Colorado without obtaining a raffle license, you will be conducting an illegal raffle according to Colorado State Law and subject to review by the Colorado Gaming Commission. You must research the rules and regulations particular to the state where the event is to be held. You must obtain appropriate insurance coverage as necessary.
- You agree to indemnify and hold the Craig Hospital Foundation harmless from and against any and all losses, damages, costs, attorney’s fees, expenses, and liabilities incurred in connection with, or with the defense of, any claim or action or proceeding arising out of or incurred in connection with the event.



A-Basin Bash

Promotion

- You are responsible for advertising and promoting the event, including conducting media outreach, writing, design, and printing of collateral materials, ads, invitations, PSAs, sponsorship proposals, T-shirts, signage, etc.
- The official Community Partner logo of the Craig Hospital Foundation should be appropriately used and may not be altered in any way.
- You must submit all publicity and promotional material containing Craig's name and/or logo to the Craig Hospital Foundation Event Manager for review and approval prior to publication and distribution of these materials. Please allow staff five (5) business days to review these materials.
- Event materials must reflect that the Craig Hospital Foundation is the beneficiary, and not host or sponsor, of the event. All promotional materials must clearly state the percentage of proceeds that will benefit the Craig Hospital Foundation. (i.e. One hundred percent of proceeds from [NAMED EVENT] will benefit the Craig Hospital Foundation).
- All media appearances promoting the event must be discussed in advance with Alycia Gleave, Communications Manager at 303-789-8984 or agleave@craighospital.org.
- We will not provide donor lists or other contact information from Craig's database.
- Due to the high volume of events, we are unable to promote events via email or postal mail.
- Should a current or former Craig Hospital patient be mentioned in marketing materials or speak/appear at the event, Craig Hospital must have a signed HIPAA media release form for that patient on file. Contact Alycia Gleave, Communications Manager at 303-789-8984 or agleave@craighospital.org for more information.
- We will assist with promotion in the following ways:
 - Providing quotes for press releases or other promotional materials.
 - Adding the event to the Craig Hospital Foundation's [website event calendar](#). The Foundation is unable to sell tickets or process registrations through this site, though a link to your registration/ticket website may be provided.
 - Adding the event to the Craig Hospital Intranet (employee website) calendar as appropriate.
 - Loaning branded banners or tablecloth as available.
 - On occasion, we spotlight different community partners. We will keep your event in mind and will contact the Event Host should there be an appropriate opportunity.

Event Expenses

- We are not responsible for any costs or expenses. If event expenses are greater than the money raised, you are responsible for paying those expenses. The Craig Hospital Foundation will not provide funding or reimbursement of expenses.
- The Craig Hospital Foundation's sales tax exemption(s) (on purchases) cannot be extended to any event or fundraising effort.

Sponsorship Solicitation

- We will not solicit sponsors on your behalf.
- If you are contacting potential sponsors, you must disclose the nature of the third party arrangement and must position the Foundation as a recipient of the event proceeds, not the host or sponsor of the event.

Gift Designation

You may designate the proceeds of the event to any of Craig's funds, or the donation may be unrestricted. Visit craighospital.org/foundation/areas-of-need for a description of available funds.

Fundraising Web Pages

You can create a donation web page on TeamCraig.org. These sites can be created as a way to support the fundraiser with options for honoring friends, remembering loved ones or celebrating a special occasion. You can visit TeamCraig.org or contact Sara Pittman at 303-789-899 or spittman@craighospital.org to get started. Note that these pages are not suitable for capturing event registrations.

Tax Benefits and Receipts

- We will collect one check at the time of the donation, made payable to Craig Hospital Foundation. Donations may also be made online at www.craighospital.org/foundation/donate.
- The name appearing on the check or online payment will be used for receipting purposes, and that individual, corporation, foundation, etc., will be the eligible party for tax benefits received as a result of the donation. Gifts must be given directly to Craig Hospital Foundation in order for us to issue a tax receipt in the donor's name. We are unable to provide tax receipts to donors who make their gift directly to you.
- We are unable to provide tax receipts for in-kind donations given to your event.

Staffing and Volunteers

- We will review requests for Craig Hospital staff or volunteers to appear or speak at a Community Partner Event or check presentation on a case-by-case basis. Requests for such representation must be made at the time of application.
- The volume of requests received sometimes exceeds the number of Craig Hospital Foundation representatives available to attend all events. We cannot guarantee representatives to attend the event or participate in check presentations.

To host your own online fundraiser for Craig, visit TeamCraig.org or contact Sara Pittman at 303-789-8919 or spittman@craighospital.org.

