

## Community Fundraiser Events

Dear supporter,

Community Home Health & Hospice is a nonprofit community-based healthcare agency serving our area since 1977. We are honored and excited that you are considering hosting a fundraiser event on our behalf.

The enclosed **Frequently Asked Questions** were created to assist community fundraiser individuals or groups in hosting a fundraiser activity whose proceeds will benefit the patients and families we serve.

Please take a few moments to review this information. Feel free to contact us with any questions you may have.

Once again, we thank you for your desire to assist our agency in caring for people in our area. Our goal is to honor your trust through the outstanding provision of service to our community.

Best,

Rylee Trapp  
Donor Relations Assistant  
Community Home Health & Hospice  
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## Frequently Asked Questions

### Proceeds & receipts:

**Q: Which Community Home Health & Hospice programs will our event proceeds support?**

**A:** Proceeds from your fundraiser event can support any one of the following Community programs: charity care, children's bereavement, patient care endowment, grief support, telemonitoring, staff education, employee assistance and areas of greatest need. If your group wants to donate to a specific purpose, we can meet with you to match your desires to our agency's needs.

**Q: Will Community provide a receipt for the proceeds we donate from our event?**

**A:** Yes, we are happy to give a receipt to your group for the total proceeds donated. Community cannot, however; receipt individual donations received through another group's event or activity. Your group will want to give a receipt to your donors and sponsors.

**Q: Will Community provide insurance or cover overhead costs for our event?**

**A:** Unfortunately, we can't provide this support given insurance limitations and regulations for reporting costs of our operations to the government and to nonprofit auditors.

**Q: Will Community receive event monies or pay event expenses?**

**A:** No, we can't serve as the financial clearinghouse for outside events. We do this only for Community-sponsored events for which Community carries liability insurance.

**Q: How do we present Community with the proceeds we raised?**

**A:** You may drop off your event proceeds at our Longview office at 1035 11<sup>th</sup> Avenue, or mail a check to: PO Box 2067, Longview, WA 98632. Please provide the following information when submitting funds: where you want your proceeds to be used, a brief description of your event and contact information. Alternatively, a staff member can attend your event to receive the proceeds.

### Available Community support & resources:

**Q: Will Community provide volunteers for our event?**

**A:** We enjoy the support of many wonderful volunteers and will be happy to help with volunteer recruitment within our agency.

**Q: Will Community help promote our event?**

**A:** We can provide limited promotion. In the past we have offered promotion such as informing our employees about your event, providing an approved quote or ad messaging for your group's press release and also the provision of a spokesperson (either staff or volunteer) to attend events to speak on behalf of Community.

**Q: May we use Community's name or logo?**

**A:** To make it clear to donors that your group is hosting the fundraiser, we don't typically lend our name and logo for your event. If you wish to have your promotion state that the proceeds will benefit Community Home Health & Hospice (as well as one of our specific programs, if desired) we request you first obtain our permission for such use. Please contact us with any questions.

**Q: *Will Community thank event donors and sponsors?***

**A:** Yes. Community appreciates each and every contribution made and we want people to know we're grateful for their support. By providing Community with a list of donors and their contact information, we will mail individual notes thanking them for their support. These differ from receipts as they do not recognize a gift amount.

For more information, please contact:

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