

SPECIAL EVENT GUIDELINES

Thank you for your interest in sponsoring an event to benefit Hospice of the Carolina Foothills. We have established the following guidelines to ensure that each event is as successful as possible through communication and by setting parameters for involvement. Please read these guidelines carefully and complete the Benefit Proposal Form as you plan your event.

MISSION COMPATIBILITY

Any event, either conducted by the agency or another entity for Hospice of the Carolina Foothills' benefit, must complement the overall mission and goals of the organization.

TIMELINE

The Benefit Proposal Form must be received at the organization's headquarters in Forest City at least two months prior to the event to be vetted by the Development Committee. The Committee will review the proposal and contact you as soon as possible regarding whether the event is approved.

PUBLIC RELATIONS

We ask that you always refer to the organization as Hospice of the Carolina Foothills in all communication with the community. All advertising must be reviewed by HOCF staff prior to distributing any form of advertising. The Hospice of the Carolina Foothills logo will be provided to you if the event is approved.

STAFF INVOLVEMENT

Hospice of the Carolina Foothills does not employ staff to assist individuals or groups conduct special events. Therefore, when planning your event, please ensure that it requires minimal Hospice staff and/or volunteer involvement.

SPONSORSHIP AND/OR TICKET SALES

Hospice of the Carolina Foothills is a 501c3 non profit organization, and therefore, the agency must adhere to strict IRS guidelines regarding fundraising. Please do not request sponsorship from outside vendors or sell tickets to an event without express approval of Hospice of the Carolina Foothills.

Thank you for support. Please contact Hospice of the Carolina Foothills regarding any questions regarding these guidelines of the Benefit Proposal Form. (828) 245-0095 ext 500 or howen@hocf.org.