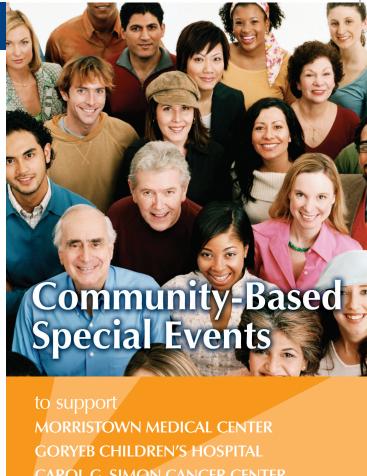
Special Events Application

Before you hold an event to raise money for Morristown Medical Center, the Foundation for Morristown Medical Center must approve this application. Please return the completed application by mail or fax to Alice Rose, special events coordinator. The application form should be submitted at least 90 days prior to the proposed event date. However, we can accept applications 12 months before an event.

Today's Date/		
Name of Group/Company/Individual Planning the Event		
Contact Name		
Mailing Address		
City State Zip		
Email Address		
Daytime Phone (–		
Evening Phone (–		
Fax (
Name of Proposed Event		
Date of Event/ Time of Event		
Location of Event		
Address		
City State Zip		
Is event: Open to the Public New Event Office the Public Repeat Event Office the Public Repeat Event Office the Public Office the Public		
Ticket price (if applicable): \$		
For publicity purposes, please provide a phone number and/or email address that can be publicly listed in newsletters, websites, and other public venues.		
Phone (
Email Address		

	eneficiaries besides Morristown Medical Center? If yes, please list organization(s):
pledges, sponsors	ne event and how funds will be raised (e.g., ticket sales, ships, auction, raffle, etc.). Attach a separate sheet if
	at be publicized (e.g., press releases, flyers, radio/TV/zine advertisements)?
,	nation to Morristown Medical Center: \$e out of:
	te date that the donation will be received by Morristown Proceeds should be forwarded to the Foundation within ent.)
///	
	restricted to a specific area of Morristown Medical No (If yes, which one?)
Signature of Appli	icant
Date /	/
Please print first a	and last name below:

Please mail or fax completed form to: Alice Rose, special events coordinator Foundation for Morristown Medical Center 475 South Street, Morristown, NJ 07960 Phone: 973-593-2440 · Fax: 973-290-7561



CAROL G. SIMON CANCER CENTER
GAGNON CARDIOVASCULAR INSTITUTE

Foundation for Morristown Medical Center



COMMUNITY-BASED SPECIAL EVENTS

to support MORRISTOWN MEDICAL CENTER, GORYEB CHILDREN'S HOSPITAL, CAROL G. SIMON CANCER CENTER & GAGNON CARDIOVASCULAR INSTITUTE

Thank you for your interest in hosting an event or promotion to benefit Morristown Medical Center, Goryeb Children's Hospital, Carol G. Simon Cancer Center, or Gagnon Cardiovascular Institute. We are always grateful for the generous support of our friends in the community who share our commitment to the health and well-being of all people. Your support helps ensure life-saving treatment and compassionate care for everyone.

What the Foundation for Morristown Medical Center Cannot Do

- Provide staff or volunteer support
- Provide our tax exemption number to event coordinators
- Provide startup costs, underwrite expenses, or provide funding or reimbursement for event expenses
- Provide mailing lists of donors, employees, physicians or vendors
- Provide Morristown Medical Center or Foundation letterhead
- Guarantee attendance of patients, physicians, staff or volunteers at the event

Guidelines for Your Event

The following guidelines have been established to protect the name and reputation of Morristown Medical Center, the Foundation for Morristown Medical Center and Atlantic Health System, as well as the interests and financial support of event patrons.

- If Morristown Medical Center will not be receiving all of the proceeds from the event, the exact percentage of the proceeds to benefit the medical center, Goryeb Children's Hospital, Carol G. Simon Cancer Center, or Gagnon Cardiovascular Institute must be clearly stated in all invitation copy, advertising and promotional materials.
- An Application Form (see reverse side) must be submitted to the Foundation at least 90 days prior to the proposed event for approval.

- The Foundation for Morristown Medical Center must approve—in advance of printing or use—all invitation copy, advertisements, or other promotional materials related to the event where Morristown Medical Center or its entities will be mentioned.
- Morristown Medical Center cannot sponsor or endorse fund raising events or products. Materials should state, "Proceeds will benefit Morristown Medical Center."
- Events must comply with all federal, state and local laws governing charitable fund raising, gift reporting and special events. <u>Please note that</u> <u>certain gaming events require a license.</u>
- If an organization plans to solicit contributions, sponsorship or in-kind gifts from local businesses, the list of potential business sponsors must be reviewed and approved by the Foundation before any local businesses are approached in any way.
- Please submit event proceeds to the Foundation for Morristown Medical Center within 30 days of the event.
- Under no circumstance may an individual keep any portion of the proceeds as profit or compensation for organizing the event.
- Please note that expenses should not be more than 50 percent of the total revenue.
- Please advise the Foundation if the event plans change from what was originally approved.
- A new application must be submitted each year for all annual events.

How the Foundation for Morristown Medical Center Can Help You

- Thank donors for donations made directly to the Foundation
- Provide and approve the use of the Foundation logo
- Assist your organization in directing contributions toward areas of special interest or areas of need within Morristown Medical Center
- List event on the Foundation's website at f4mmc.org