



Essentia Health Foundation

Third-Party Events and Activities Guidelines and Information

Thank you so much for your interest in supporting the Essentia Health Foundation! We appreciate your energy and efforts on our behalf.

The following information will guide you as you move forward with your event.

General guidelines:

- Your proposed event or activity must follow all applicable laws and regulations.
- It is your responsibility to secure special permits, licenses, or insurance if your event requires such items.

Event guidelines:

- Event expenses are your responsibility. Essentia Health Foundation cannot be held responsible for unpaid expenses.
- As the event organizer, you are responsible for recruiting your own volunteers.
- Essentia Health Foundation staff can provide expertise and advice on event planning during normal business hours, Monday – Friday, 8:00 am – 4:30 pm or by appointment.
- Essentia Health Foundation will look forward to a conversation to recap event activities and performance after the event has occurred.
- Donations must be submitted to Essentia Health Foundation within 90 days of event.
- All donations received via website are property of Essentia Health Foundation.

Marketing and promotional guidelines:

- Essentia Health Foundation staff can assist you with online fundraising for your event. Please contact the office for assistance.
- Your proposed event or activity must fit well with our mission and program priorities and further enhance the Essentia Health Foundation's positive image.
- You may use the name and logo of the Essentia Health Foundation and its programs with Foundation approval. The names and logos may not be modified.
- The Essentia Health Foundation will provide information about the Foundation and its programs for distribution at your event when appropriate.

The Essentia Health Foundation is unable to provide:

- Use of our sales tax exempt number
- Insurance or liability coverage
- Mailing lists or contact information of Foundation donors and prospects or Essentia Health patients, staff or physicians
- Event supplies
- Guaranteed attendance of donors, patients, staff or physicians

Contact Information:

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