

Beneficiary Special Events

Guidelines and Application

Thank you for your interest in supporting Marian Regional Medical Center (Marian) by hosting a beneficiary event.

Guidelines for Beneficiary Events

To ensure all third party events are registered and approved by Marian, we require:

- Hosted events for the benefit of Marian Regional Medical Center are approved in advance by the Marian Foundation. Please submit the enclosed Beneficiary Special Events Application to the Marian Foundation at least **sixty (60) days in advance** of the proposed event to provide ample opportunity for review and approval.

Evaluative Criteria

- Organizational consistency with the Marian mission and messaging standards
- Compliance with all federal, state and local laws governing charitable fundraising, including the registration of raffles, the payment of sales tax on auction items, the documentation of in-kind gifts, gift reporting and gift acknowledgment
- Possession of the appropriate permitting, licensing, and insurance
- Scheduling that complements other Marian events or third party events that benefit Marian



- **All uses of the name of Marian Regional Medical Center or its related entities are approved in advance** of reproduction, printing or distribution of event materials. Such usage is always in compliance with Dignity Health identity standards.
- In naming a beneficiary event, the Marian program or service is always listed as the event beneficiary by the approved host organization, rather than the event title. As example, “Acme Golf Tournament to benefit Marian Regional Medical Center” rather than “Marian Regional Medical Center Golf Tournament.”
- The event budget in the Special Event Application estimates anticipated net proceeds to be gifted to Marian, and the identity of any other benefit organizations. **All net proceeds will be presented to Marian within sixty days of the event date.**
- Event organizers agree to hold harmless Marian Regional Medical Center, the Marian Foundation, and all their officers, directors and employees from any and all claims and liabilities in any way related to the event.
- Event organizers will seek approval from Marian to repeat events in the succeeding year.

Marian staff can assist you to:

- Offer guidance on event planning
- Provide a letter of authorization to be used to validate the authenticity of the event and its organizers
- Approve the use of the Marian Regional Medical Center logo
- Promote the event on the Marian Foundation website
- Provide Marian program information as available to distribute at the event
- Receive and acknowledge event contributions that are payable to the Marian Foundation
- Attend events or check presentations as schedules permit



In celebration of October as Breast Cancer Awareness Month, Catalina Ramirez (second from right) organized Pinktober, a third-party event where pink pumpkins were sold to community members and all proceeds benefited Marian Cancer Care at Mission Hope Cancer Center.

Marian staff are unable to:

- Extend our tax exemption to others
- Fund or reimburse event expenses
- Solicit sponsors or event participants
- Provide mailing lists of donors, vendors, board members, physicians, employees or volunteers
- Distribute event flyers throughout the hospital
- Host your event on the hospital campus
- Provide media coverage for your event

Our goal is to assist you in achieving a successful outcome for your event. Thank you. Your concern and support for the provision of excellent care for Marian patients and families is appreciated!