

General Guidelines

The first step in planning a fundraiser is the completion of the Event Proposal Form detailing the particulars of the event. Our staff can assist you in this process, and will respond to your request within one week of receipt.

In accordance with the New Jersey Attorney General's charitable giving guidelines, organizations and individuals which support St. Joseph's Health through public events are asked to comply with the following:

Clearance must be received from St. Joseph's Health to conduct an event whose net proceeds go to the Foundation. Please do not promote your event prior to approval from the Foundation.

All net proceeds, or a percentage thereof, from the event designated to benefit the Foundation must go to St. Joseph's.

If you are holding a raffle with your event, please be aware that such activity requires a special license and extra time to organize. It is the responsibility of the person or persons organizing the event to obtain the necessary license(s) and approval(s) required.

It is the responsibility of the person or persons organizing the event to obtain all applicable permits, licenses, and all insurance certificates that may be required for an event.

If you are planning to issue receipts for the charitable donation portion of your ticket price, this amount must be clearly identified and differentiated from the "fair market value" of the event.

Products or

tangible items, such as the purchase of admission tickets, greens fees, and goods, are not eligible as tax-deductible charitable donations. We can provide you with sample verbiage.

When a portion of the sale of commercial goods or services will benefit the Foundation, the commercial entity must file a Commercial Co-Venture Contract between St. Joseph's Health and file it with the New Jersey Attorney General's Office. Our staff can assist you with this process.

St. Joseph's cannot assume any responsibility for event expenses and cannot assist with ticket sales or sponsorships, nor is St. Joseph's responsible for conducting the event or guaranteeing attendance. Also, St. Joseph's is not responsible for providing individual gift acknowledgements except as required by law.

In accordance with the Attorney General's charitable guidelines, we ask that all proceeds from your fundraiser be forwarded to St. Joseph's within ninety (90) days following the event. Formal IRS receipt of the gift(s) will be provided.



St. Joseph's Health
FOUNDATION

StJosephsHealth.org

Sponsored by the Sisters of Charity of Saint Elizabeth