

COMMUNITY FUNDRAISING EVENTS

RILEY CHILDREN'S FOUNDATION

CONTACT

Donna Fischer
 Manager, Community Fundraising Events
 DFischer@RileyKids.org

Megan Yates
 Community Fundraising Events Coordinator
 MYates@RileyKids.org

01 WEBSITE

RileyKids.org → Ways to Fundraise → Events and Team Riley

OR

RileyKids.org/Events

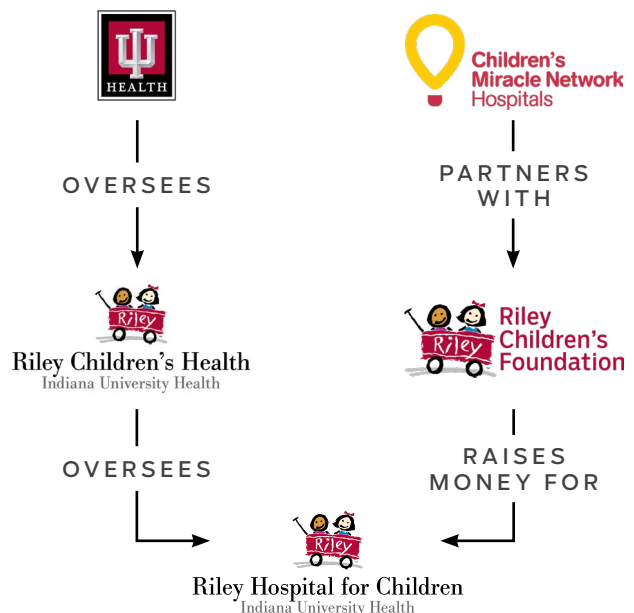
02 ROADMAP TO A SUCCESSFUL EVENT

- Review [policies & guidelines](#), [FAQs](#) and [Guidebook](#)
- Decide on a fundraising event, date, time and location that works for you (*minimum 4 months prior to event*)
- Fill out [event application](#) and order supplies from Riley Children's Foundation (*3 months prior to event*)
- Receive confirmation about your event from Riley Children's Foundation within 48 hours of application
- Make a [fundraising plan](#) and [review financial guidelines](#)
- Identify what support your event might need: sponsors, volunteers, promotion, supplies, participant communication, etc.
- Receive communication via phone or email from Riley Children's Foundation to ensure all questions are answered (*1 week prior to event*)
- **Host your event!**
- Send net event proceeds to Riley Children's Foundation (*within 30 days of event*)
- Thank donors, participants, volunteers and sponsors

03 RILEY HOSPITAL BACKGROUND

Riley Hospital for Children at Indiana University Health is Indiana's only comprehensive and nationally ranked children's research hospital. Riley Hospital for Children is more than a world-class hospital in Indianapolis. It is part of Riley Children's Health, a statewide network of pediatric services and clinics and is a division of Indiana University Health.

Riley Children's Foundation is the fundraising arm of Riley Hospital for Children. Donations are used to support groundbreaking pediatric research, patient programs, Riley Maternity and Newborn Health and Family Support Programs such as Child Life and Social Work. Riley Children's Foundation is Indiana's only Children's Miracle Network Hospitals partner.



04 COMMUNITY FUNDRAISING EVENTS

- Community fundraising events are events organized and hosted by you! As the event organizer, you are responsible for organizing and hosting your fundraising event.
- The money raised at a community fundraising event goes to the general benefit of Riley Children's Foundation, unless requested otherwise.

05 EVENT APPLICATION

- Be sure to read thoroughly through the [policies and guidelines](#) before filling out your event application. To apply for an event, click [here](#) which will bring you to the event application page.
- Fill out all of your personal information and details about your event. These details help Riley Children's Foundation know more about you and what your event is going to be. Providing additional information may make it easier for us to get back to you.
- Within 48 hours of submitting an event application, Riley Children's Foundation will follow up with an email or a phone call. If you do not receive an email or phone call within 48 hours, reach out to Riley Children's Foundation at 317.634.4474.

06 DIY PAGES

A do-it-yourself, online giving page can be created by clicking [here](#). When creating your page you have the option to create an individual page in a stand-alone effort, or you can create a group page that will then allow you to invite others to also create fundraising pages as part of your event.

07 PROMOTING A COMMUNITY FUNDRAISING EVENT

- [Review name and logo usage policies.](#)
- Riley promotional items available upon request: Red Riley collection buckets, plastic Riley logo pins, Riley logo temporary tattoos and "Thank You for Supporting Riley" banners.

08 DONATING EVENT PROCEEDS

- Please send your donation within 30 days of your event. Do not send cash in the mail. Checks should be made payable to "Riley Children's Foundation." Ensure all gifts are sent to the attention of "Community Fundraising Events," "Donna Fischer" or "Megan Yates."
- Our general policy is that events should submit one check with net proceeds to Riley Children's Foundation. If you need to submit more than one check, please work with Donna Fischer: DFischer@RileyKids.org.

Riley Children's Foundation
Attention: Community Fundraising Events
30 South Meridian Street, Suite 200
Indianapolis, IN 46204-3509