

# mercyFLIGHT

WHEN MINUTES MATTER



**HOSTING  
YOUR OWN  
FUNDRAISER**

Every effort helps Mercy Flight provide lifesaving services to the critically ill and injured.



## THIRD-PARTY AGREEMENT | *Contract and Guidelines*



# **THIRD-PARTY EVENT INFORMATION**

**Thank you for your interest in hosting an event to benefit Mercy Flight! Every effort, big or small, helps Mercy Flight provide services to the critically ill and injured when they need it most. The possibilities for your third-party event are endless!**

## **WHAT IS A THIRD-PARTY EVENT?**

A third-party event is any fundraising activity developed by a non-affiliated group or individual where Mercy Flight isn't financially responsible and requires little or minimal staff involvement. Although we actively encourage third-party fundraising events, all such events must be approved by Mercy Flight in advance.

## **WHY DO WE NEED EVENT APPROVAL?**

Event approval is an important safeguard to preserving the integrity of the Mercy Flight name and our commitment to raise the funds necessary to fulfill our mission in a cost-efficient and effective manner. While we are happy to provide guidance for your event, we typically do not have the resources available to handle the organizational and administrative tasks associated with third-party events. Therefore, you, as the event sponsor are responsible for all details of the event, including:

- Covering all related costs
- Recruiting volunteers to help out at the event
- Publicizing the event
- Selling event tickets and/or finding participants
- Working at the actual event
- Complying with all applicable laws, including those related to fundraising and raffles.

## **WHAT STEPS DO I NEED TO TAKE NEXT TO GET MY EVENT APPROVED?**

1. Review the helpful guidelines on the next page.
2. Use our event contract to provide the important details about your event.
3. Submit your completed event contract to us via email. We will respond to you within 3 to 5 business days.
4. Please do not start promoting the fundraiser until you have received confirmation of approval from us.

## **ABOUT US**

Mercy Flight, Inc. is an independent, not-for-profit provider of emergency and non-emergency air and ground medical transport and supporting services; ensuring rapid, safe and cost-effective delivery of expert response teams. Established in 1981, we have safely completed more than 27,000 patient missions over the last three decades.

# **MERCY FLIGHT THIRD-PARTY EVENT GUIDELINES**

1. Organizers must complete & sign a third-party event contract and return it to Mercy Flight.
2. The event will be promoted in a manner to avoid statement or appearance of Mercy Flight's endorsement of any product, film, organization, individual, or service.
3. Mercy Flight will provide a logo and a written statement that indicates that Mercy Flight is a recipient of a portion of the proceeds from the event.
4. All promotional materials must clearly state that Mercy Flight will be receiving a portion of the proceeds from the event. If you are able to be specific with a percentage of proceeds, that is best.
5. Mercy Flight must preapprove all promotional materials (physical or electronic), including but not limited to advertising, letters, brochures, flyers, and press releases prior to production or distribution.
6. Event organizers are responsible for obtaining all legally required permits associated with the event, especially those for raffles and/or games of chance.
7. Event organizers are responsible for following posting policies for their institution/city. If there are any questions about this guideline, organizers are required to contact Mercy Flight.
8. Event organizers must obtain their own general liability insurance to cover the event and provide Mercy Flight with an insurance certificate showing Mercy Flight Inc. as an additional insured prior to the event.
9. Mercy Flight is not financially liable for the promotion and/or staging of third-party events.
10. Event organizer will collect all donations with checks made payable to their community group. Net proceeds are to be sent to Mercy Flight in one contribution within 30 days of the fundraising event.
11. If you conduct an athletic or sporting event, you must require all participants to sign a waiver/release and must retain those waiver/releases for at least 3 years following the event.
12. All products or other items that will be sold at or in connection with the event must be non-controversial in nature and approved in advance by Mercy Flight.

## **HOW MERCY FLIGHT CAN HELP YOU**

1. We can provide you with accurate facts and statistics about Mercy Flight.
2. We can provide you with a letter stating that proceeds from the event will go to Mercy Flight.
3. Once you have completed the contract and submitted it to us, we can list your event on our website and Facebook page; listing dates, times, locations, and contact information for your event.
4. We can provide you with our logo to use (as approved) to let attendees know proceeds will be donated to Mercy Flight.
5. We can work with you and help you develop an effective marketing plan for your event to help ensure maximum attendance.

# **FUNDRAISING IDEAS FROM A-Z**

- A** – Auction, Arts & Crafts Fair
- B** – Basketball Tournament, Bingo, Book Sale, Bake Sale, Birthday Wishes, Barbeque, Block Party, Bowl-A-Thon
- C** – Car Wash, Candy Sale, Concert, Coffee Day, Cycle-A-Thon, Change Jar, Chili Cook Off, Concession Stand
- D** – Dress Down Day, Dodgeball Tournament, Dance-A-Thon, Dog Walk, Dunking Booth
- E** – Easter Egg Hunt, Egg and Spoon Race, Empty Can Collection
- F** – Fun Run, Fashion Show, Fair/Fete, Face Painting, Flower Sale
- G** – Garage Sale, Guessing Jar, Garden Party, Game Night, Golf Tournament
- H** – Hula Hooping Marathon, Halloween Costume Contest, Hot Dog Sale, Hat Day, Haunted House
- I** – In Lieu Of, Inside Out Day, International Evening, Ice Cream Social
- J** – Juice Stand, Jump Roping Contest, Jazz Night, Jog-A-Thon
- K** – Karaoke Night, Kickball Tournament
- L** – Lawn Mowing, Limbo Night, Luncheon, Lunch with the CEO
- M** – Movie Night, Marathon Events, Masked Ball, Murder Mystery Night, Magic Show, Meat Raffle
- N** – Non-Uniform Day, New Year’s Eve Party
- O** – Orange for Mercy Flight Day, Office Collection, Obstacle Course, Odd Jobs
- P** – Plant Sale, Potato Sack Race, Pancake Breakfast, Pet Show, Percentage of Sales, Pizza Sale, Pot Luck Dinner
- Q** – Quiz Night, Quilt Raffle
- R** – Raffle, Rubber Duck Race, Read-A-Thon
- S** – Scavenger Hunt, Softball Tournament, Swim-A-Thon, Sports Day, Silent Auction, Soup Contest, Spaghetti Dinner
- T** – Talent Contest, Treasure Hunt, Trivia Night, Tea Party, Theme Day
- U** – Ugly Sweater Day
- V** – Valentine’s Day Flower/Candy/Card Sale, Variety Show, Volleyball Tournament, Vacation Day Award
- W** – Walk-A-Thon, Window Cleaning, Wine Tasting, Wheelbarrow Race, Wrap Presents
- X** – X-Mas Party
- Y** – Yoga Marathon, Yacht Race, Yo-Yo Competition, Yard Sale
- Z** – Zany Dress Day, Zoot Suit Party

# MERCY FLIGHT THIRD-PARTY EVENT CONTRACT

Name of organization/group/individual organizing event: \_\_\_\_\_

Name of person in charge of the event: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date and Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Description and Fundraising Components (ticket sales, raffle, auction, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Estimated number of attendees/participants: \_\_\_\_\_

Will this be an annual event benefitting Mercy Flight?: \_\_\_\_\_

Percentage of proceeds to be donated to Mercy Flight: \_\_\_\_\_

Do you plan to use the Mercy Flight logo in any of your materials? (our brand guidelines can be downloaded via our website - [mercyflight.org/support/#thirdparty](https://mercyflight.org/support/#thirdparty)): \_\_\_\_\_

\_\_\_\_\_

Please provide us with the social media handle(s) for the event, if applicable: \_\_\_\_\_

\_\_\_\_\_

The undersigned affirms by signing that it/she/he has read and agrees to adhere to the Third Party Event Guidelines. Mercy Flight Inc. is not liable to any party or vendor for any fees, costs, or payments of any kind. The undersigned agrees to indemnify and hold harmless Mercy Flight Inc., its members, directors, officers and employees against any claims by third parties or vendors for fees, costs, payments, personal injury, property damage or any other liabilities in connection with the event. The undersigned and Mercy Flight Inc. are not joint ventures, partners nor representatives of each other.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name(print): \_\_\_\_\_ Title(if an organization/entity): \_\_\_\_\_

## Mercy Flight Authorization

Signature: \_\_\_\_\_ Date: \_\_\_\_\_