

## Involving your Company and Employees

Plan your own FUNdraiser!\*

Planning your very own event is fun and a great way to build team spirit and employee morale, in addition to supporting the urgent mission of Carrier Clinic!

*Follow these easy steps to success!*

1. Find other champions within your company
  - Create a committee by asking others to help you plan your event.
  - Find a management champion! Ask a senior level manager to support your efforts by sending an email, a memo, or by leaving a company wide voicemail asking everyone to join the fun (or a combination of all three support ideas).
  
2. Educate your colleagues by sharing information about the important work being done by Carrier Clinic. Contact the Development office at Carrier Clinic and ask a representative to do a presentation or to supply brochures for you to distribute to your co-workers.
  
3. Decide what you would like to do in support of Carrier Clinic. Some ideas include planning any one or more of the following:
 

<ul style="list-style-type: none"> <li>• Bowl-a-thon (participants raise money by securing donations in support of their efforts, make this even more fun by offering prizes for the person with the highest score and the person who raises the most money)</li> <li>• Walk-a-thon on your property</li> <li>• Jeans Day or Dress Down Day, make this even more fun by incorporating a theme such as</li> </ul>	<p>Sports Fan or Hawaiian/Beach theme.</p> <ul style="list-style-type: none"> <li>• Candy sales</li> <li>• Bake sales</li> <li>• Sweepstakes or auctions</li> <li>• Coin Wars (See which department can collect the most change and give the winning department a pizza party! Please convert all change to one check made payable to Carrier Clinic.)</li> </ul>	<ul style="list-style-type: none"> <li>• Flea market or rummage sale—ask employees to donate gently used items to be sold with proceeds benefitting Carrier Clinic.</li> <li>• Book sale</li> <li>• Fashion show</li> <li>• Art sale</li> <li>• Sports tournaments—softball, volley ball, golf...you decide!</li> <li>• Or any type of sale or event that you and your colleagues would enjoy doing</li> </ul>
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4. Pick the date for your event
5. Set a goal and let others know how much you are trying to raise in support of Carrier Clinic's mission... then go for it!
6. Let Carrier Clinic know your fundraising plans. Send an email to [dzaleski@carrierclinic.com](mailto:dzaleski@carrierclinic.com)
7. Publicize! Publicize! Publicize! Create posters, emails, desk drop flyers, and let everyone know!
8. Hold your event
9. Convert all cash and send checks only to Carrier Clinic, Development Office, P.O. Box 147, 252 Route 601. Belle Mead, NJ 08502
10. Celebrate your hard work and recognize those who helped make your event a success!

\*Please note:

1. When deducting expenses from the gross revenue, the event must be advertised as “a portion of the proceeds to benefit Carrier Clinic” and all expenses must be deducted prior to sending money raised to Carrier Clinic.
2. Carrier Clinic will not be held responsible for any costs incurred while fundraising on our behalf.
3. Carrier Clinic reserves the right to refuse support based on a conflict of the mission of Carrier Clinic.
4. Expenses should not exceed 50% of total gross revenue raised in support of Carrier Clinic, and all parties should strive to keep expenses no greater than 15% of total gross revenue.
5. Events and donors must meet all local, state, and federal laws governing charitable contributions and tax deductions. Meeting and understanding all restrictions as they apply to charitable giving laws and regulations is the responsibility of the donor.
6. All events should be executed in a safe environment with no excessive risk involved for participants. Carrier Clinic will not be held responsible for injuries sustained during an event benefitting Carrier Clinic.
7. All permissions, permits, licenses, and insurance are the responsibility of the company/ organization planning the event. Carrier Clinic will not be held responsible for fines or legal fees incurred due to an event held to benefit Carrier Clinic.

Questions? Please contact Carrier Clinic, Development office at 908-281-1495.