

# Frequently Asked Questions

**We are here and ready to answer any questions you may have. Below are some frequently asked questions, but if you are still looking for further support, please do not hesitate to reach out!**

Please contact your Lurie Children's hospital advisor for any questions.

For **Dance Marathon** inquiries, email: [dancemarathon@luriechildrens.org](mailto:dancemarathon@luriechildrens.org)

## Event Logistics

### **What resources are offered to Lurie Children's Dance Marathon participants and leaders?**

- Fundraising support from your Lurie Children's hospital advisor and National Children Miracle Network advisors, social media assets, fundraising ideas, impact levels, patient stories, videos, sample email messages and more will be available via the Lurie Children's Dance Marathon website and Lurie Children's Extra Life website. Or you can ask your Lurie Children's hospital advisor for these resources to be emailed to you.

### **Where can I find helpful Dance Marathon and Lurie Children's resources for my program?**

- Social media assets, fundraising ideas, impact levels, patient stories, videos, sample email messaging and more are available on the [Lurie Children's Dance Marathon website](#).

### **How can I get help with my Donor Drive questions?**

- Please reach out to your National Children's Miracle Network Dance Marathon and Lurie Children's advisors for assistance.

A useful resource for **Dance Marathon Donor Drive** please visit: [dancemarathon.com](http://dancemarathon.com) > resources > student leaders > fundraising and finance > DonorDrive

### **Can I use a third-party online donation site?**

- Our Dance Marathon participants must work with their National Children's Miracle Network Hospitals Dance Marathon and Lurie Children's hospital advisors to get a Donor Drive set up for your event. Your unique Donor Drive link is where your fundraising goal, total donations, email templates and more are housed throughout your entire fundraising journey. By using Donor Drive we can guarantee that the money raised will directly support Miracle Children's Network at Lurie Children's.

### **Can I use the hospital name and logo in association with my fundraising efforts?**

- Approved events from your Lurie Children's hospital advisor can use Lurie Children's "Benefiting logo", "Lurie Children's Dance Marathon logo" and the hospital name in association with your efforts. Before you use the logo or hospital name, we require that you run all materials past your Lurie Children's hospital advisor for prior approval.

## How should we refer to the hospital's name?

To adhere to our branding guidelines please note:

- On first reference, the hospital name should always appear as "Ann & Robert H. Lurie Children's Hospital of Chicago" and "Lurie Children's" is acceptable on second and subsequent references. All other variations are NOT allowed, for example: "Lurie Children's Hospital", or "LCH"

## Approaching Sponsors

- Work with your hospital advisor if you are interested in approaching any Lurie Children's or Children's Miracle Network Hospital national sponsors. These companies are asked to do a lot throughout the year, and we do not want to confuse them with competing requests. Your hospital advisor can advise you on good or bad times of the year to approach individual sponsors and help you contact the right people to ask.

## Can someone from the foundation or hospital plan our event?

- We are looking to YOU for your creativity and support! Because of the large number of events and the limited number of staff, foundation and hospital staff members we are happy to provide guidance, resources, weekly check-ins to answer any questions and fundraising support, but we look to you all as student leaders and volunteers to handle the organizational and administrative tasks associated with Dance Marathon events.

## Can someone from the foundation or hospital come to our events?

- **Yes!** Please reach out to your Lurie Children's hospital advisor in advance of your event to see if someone from the foundation or hospital is available to attend. (Please coordinate this request as much time ahead as possible prior to your event as our staff has many events to attend).

## Can patient families come to our events?

- Please reach out to your Lurie Children's hospital advisor to see if a patient family is available to attend or send a video of encouragement. For large Dance Marathon events please work with your hospital advisor in advance by sharing the timeline and details for how you would like to include Lurie Children's patient families in your fundraising day.

## Can I host an event or meeting at the hospital?

- Please work with your Lurie Children's Advisor to discuss the processes for hosting on-site Lurie Children's meetings and events.

## Can I visit the hospital?

- When feasible, we are happy to celebrate your fundraising success with a check presentation and/or tour of the hospital. Check presentations and tours must be scheduled with your hospital advisor in advance.

### *Tour Guidelines are as follows:*

- *Tours generally last a hour and can be scheduled Monday – Friday 9 a.m. – 5 p.m.; Saturday and Sunday's are upon request and team staff availability but cannot be guaranteed*
- *Guests under the age of 16 are not permitted to go on a hospital tour, but all ages are welcome to attend a check presentation.*
- *Patient interaction is prohibited due to hospital health and safety guidelines.*
- *All tour group participants are required to sign our "Confidentiality and Health Agreement and Liability Waiver" prior to their tour.*

## Can I volunteer for Lurie Children's?

- **Yes!** Lurie Children's has a wide range of volunteer opportunities with a carrying levels of time commitment involved. Take a look at our [volunteering](#) to determine which opportunity us best for you.

## Finance

### How can I turn in donations?

- All funds should be donated to Lurie Children's within 90 days from the conclusion of your fundraiser.

Please see below for all donation methods:

- **Online:** Donations can be made through your Donor Drive fundraising page.
- **Mail:** Checks and money orders can be made payable to "Lurie Children's Foundation" and mailed to the below mailing address. Please include a brief note that includes your name, number, and your fundraising event name.

**Ann & Robert H. Lurie Children's Hospital of Chicago**

Attn: Children's Miracle Network Dance Marathon Hospital team

225 E. Chicago Avenue, Box 4

Chicago, IL 60611

Memo: Fundraiser or University name

**Any cash donations must have a note that includes your name, number, mailing address, and your fundraising event name.**

### Gifts vs. Non-Gift

Certain types of donations are NOT considered gifts to your program.

- Registration fees
- Payments made by individuals to defray event costs
- In-Kind donations to your event (certain businesses may be able to treat such donations as business expenses in accordance with their own obligations).

### Are donations made to Lurie Children's tax deductible?

- Yes, donations in which goods and services are not received are 100% tax deductible. Donors will be acknowledged Children's Miracle Network with a tax receipt when adhering to the below donation methods:
- **Online Donations:** Donors that make a donation through your personal online fundraising page will receive an emailed tax receipt directly following their donation from Donor Drive.
- **Check Donations:** Donors will receive a tax receipt letter in the mail to the mailing address that is listed on the check.

*Please Note: Lurie Children's Foundation is only able to issue a tax receipt to the person/organization that issues a check. If you are collecting multiple cash donations and wish to turn in one cumulative check, the only person eligible for the tax receipt is the check issuer. The check must be made payable directly to Lurie Children's to receive a tax receipt from our Foundation.*

### Can I use Lurie Children's Tax ID?

- **Yes**, approved programs and fundraisers may use the hospital Tax ID or Employee Identification Number (EIN) for monetary donation purposes only. Oftentimes donors will need to see proof of Lurie Children's Tax ID when they are making a monetary donation to Lurie Children's to ensure that they will receive a tax receipt following their donation. Please note the Tax ID or EIN may not be used if a donor donates in-kind (goods or services i.e. food, drink, musicians, photographers etc.) to your event. Legally, an in-kind donation to your event is considered a donation to you or your organization and not to the hospital and is therefore not eligible for a tax receipt. (Our tax identification number: XX)

### Who can I contact for more information?

- Please contact your Lurie Children's hospital advisor for any questions.

For **Dance Marathon** inquiries, email: [dancemarathon@luriechildrens.org](mailto:dancemarathon@luriechildrens.org)

### Can I use Ann & Roberts H. Lurie Children's Hospital of Chicago's Tax Exemption number?

- Because Lurie Children's is not hosting your event, it is considered a third-party event. For this reason, you will not be able to use the hospital's IRS 501 ( c ) (3) charitable classification or tax- exempt certification.

### Matching Gift information:

- You may be able to multiply your support for Children's Miracle Network by making use of matching gift programs enabling you to provide significantly more support. In your donation request letters and emails, please remind donors that your program (*your fundraiser's event name Dance Marathon*) may be eligible for matching gifts through their employer.
- **In order for your donor's matching gift requests to be properly processed, follow the instructions below:**
  - Share the following language with your donors: Eligible gifts to (*insert your fundraiser's event name Dance Marathon*) may be matched by your employer. Gifts to (*insert your fundraiser's event name Dance Marathon*) through Children's Miracle Network at Ann & Robert H. Lurie Children's Hospital of Chicago are tax deductible as provided under IRS code 501 ( c )3. (Federal tax identification number
  - If a donor gives you their company's matching gifts form. Please give that form AND the check or printout of the online gift to your hospital advisor.
  - **DO NOT** fill out any portion of your donor's matching gift form.

### How can I find out if my company offers a matching gift?

- First, check to see if your company has a matching gift program for health organizations. Our [Matching Gifts](#) tool, can be helpful in determining which companies match donations. Complete a matching gift form (available from your company's Human Resources) and send it in with your donation. While we highly encourage the use of matching gifts in fundraising, we have absolutely no control over the timing, distribution and receipt of your matching gift. When submitting a matching gift, it is imperative that you include your name and "Dance Marathon" somewhere in the notes or memo, otherwise it is unlikely that we can link the gift back to your fundraising.

### Auction, Raffles, etc.

- If any event you plan throughout the year includes an auction, raffle or similar gambling activity please check for appropriate processes with your school or your hospital advisor. Careful consideration must be given to these activities, which may require state-specific licenses and other steps.

### Can you help me get a permit for me event?

- The organization and execution of the event is the responsibility of its event organizer. Any necessary permits or licenses must be obtained.

### Who will provide insurance for my event?

- Lurie Children's cannot provide insurance for any third-party events. The event organizer is responsible for obtaining insurance for the event.

### Can I solicit for event sponsorship or in-kind donations?

- **Yes!** Securing event sponsorship and in-kind donations are a great way to increase event revenue or help alleviate your event expenses. Please keep in mind we are only able to tax receipt a business if they make their donation directly to Lurie Children's. Tips: Try soliciting local companies and position the sponsorship/ in-kind donation as a strong opportunity for their business to receive targeting brand exposure with your event attendees. Look within your network to see if you know of anyone that owns/works at a business.