



READING HEALTH SYSTEM FOUNDATION

Advancing Health. Transforming Lives.

To: Community event organizers

From: Katherine Thornton, President
Reading Health System Foundation

Re: Fundraising events to benefit the Reading Health System/Reading Health System Foundation

Thank you for your interest in planning an event to benefit the Reading Health System Foundation (RHSF). The Foundation invests in projects and programs that enhances and transforms the care provided to our patients. Thank you for choosing our organization as the beneficiary of your hard work!

Benefit events can take many forms from golf tournaments and school-sponsored events to sporting events and walk-a-thons. We are fortunate to receive inquiries from individuals, families, companies, and organizations that would like to support the Reading Health System (RHS) and the Reading Health System Foundation. Please review the following guidelines to ensure that your event fulfills the goals and objectives of our not-for-profit organization:

The RHSF does not advance funds, provide donor lists or solicit sponsorship revenue for third party fundraising events. Additionally, our organization's ability to provide services for your event is limited by staff size and internal fundraising obligations. We state this information in advance so that there are no disappointments or misunderstandings with regard to our ability to participate in and support your fundraising event. In addition, please note that the use of the RHSF logo is restricted. Please contact Rachael Scheffler, Director of Development at rachael.scheffler@readinghealth.org or 484-628-8666 for approval of use of logo. Pre-approval is needed to use the RHSF logo on any of your promotional materials for your event.

Rachael can provide general information about our organization as well as assure the RHSF will be able to utilize your gift in the area you are interested in supporting. A letter of support to validate the authenticity of your event and its organizers can also be provided.

Proceed checks should be made payable to the Reading Health System Foundation, and sent to the following address: PO Box 16052, Reading, PA 19612. Receipts will be issued accordingly.

Once again, thank you very much for your interest in supporting the RHSF in your fundraising efforts.