



FUNDRAISING EVENT REQUEST POLICY

The Hamels Foundation supports charitable organizations and education institutions with in-kind donations. Donations of Cole Hamels autographed or other items courtesy of The Hamels Foundation are made to charitable organizations and educational institutions serving the greater Philadelphia, PA and Springfield, MO communities and areas served by The Hamels Foundation. All requests must be made using the provided Autograph Item Request Form and adhere to policy standards.

The Hamels Foundation Autograph Policy

- All requests must be made using the provided Fundraising Event Request Form.
- All approvals and denials will be per the discretion of The Hamels Foundation.
- Requests must be received six weeks prior to the event deadline.
- Only charitable organizations and education institutions serving the greater Philadelphia, PA, Dallas-Fort Worth and Springfield, MO communities will be considered for approval.
- Donated items must be used for charitable or fundraising purposes (raffles, auctions, etc) as outlined on the Fundraising Event Request Form. Donated items for charitable Requests for personal use are prohibited. If requested by The Hamels Foundation, requestor must provide information of individual receiving provided donated item.
- All approved donated items must be picked up by the authorized representative listed on Fundraising Event Request Form from the local Foundation office, unless other arrangements have been made.
- Individual items will not be accepted for autograph purposes. All donated items will be secured by The Hamels Foundation. Any item mailed to Foundation offices will not be returned to sender.
- Charitable organizations or educational institutions will be limited to one (1) approved request per year. (ex. HS baseball booster club is approved for request, no other group at same HS will be approved that calendar year).
- Please submit only one (1) request per event.
- Please include organizational or educational institutions tax ID and copy of 501 (c)(3) certificate, if applicable, with all requests.
- Foundation representative will notify all requestors of approval or denial of request via e-mail.
- Completion of the Fundraising Event Request Form does not guarantee approval of autograph item.
- Items donated may/may not include Cole Hamels autographed merchandise, select memorabilia, The Hamels Foundation merchandise or event tickets as determined by representatives of The Hamels Foundation. Special requests will not be accepted.

Please return all request forms to:

Springfield, MO Office

The Hamels Foundation

P.O. Box 10654

Springfield, MO 65808



The Hamels Foundation is dedicated to enriching the lives of children and giving them the tools to achieve their goals through education.

FUNDRAISING EVENT REQUEST FORM

Date of Request:* _____

*Date of request must be six weeks prior to event

Organization/Institution Information

| | | |
|--------------------------------|---------|------|
| Organization/Institution Name: | | |
| Mailing Address: | | |
| City: | ST: | Zip: |
| Phone: | Fax: | |
| Website: | | |
| Contact Person: | Title: | |
| Contact Phone: | E-mail: | |

Tax Status

| | | |
|--|---------------------|--|
| Tax Status (check one) <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> Other | | |
| If applicable, please include copy of tax status certificate | | |
| Legal Name, per IRS determination: | | |
| Tax ID #: | Date of IRS Letter: | |

Organization/Institution Mission:

| |
|--|
| Brief statement of organization/institutions objectives and/or activities: |
|--|

Summary of Request

| | |
|---|----------------------|
| Event Name/Program Title: | |
| Event Beneficiary (if different from requesting group): | |
| Purpose of Event/Program: | |
| Event Location/Date: | Est. # of Attendees: |
| Describe use of item (auction, door prize, etc): | |
| Fundraising goal for event: | |

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 Springfield, MO 65808

Please allow 4-6 weeks for your request to be processed. Please be sure to include contact e-mail address. Requests will be approved or denied via e-mail.

For Internal Use:
 Date Received: _____
 Approved; ___ Denied: ___
 Notified: ___ Picked Up: ___