



our benefit class guidelines

In light of the evolving COVID-19 pandemic, we are advising all benefit class hosts to continue to safeguard the health and well-being of those attending the class by abiding by local and state health guidelines. This includes but is not limited to efforts associated with social distancing, mask-wearing, hand hygiene as well as other measures deemed appropriate to help stop the spread of the virus.

It's important that fundraisers align with the mission and image of Boston Children's Hospital. Thank you for representing us so well.

If you have any questions on the below, please reach out to us at yoga@chtrust.org.

promotion

Here are a few things to consider before you get started:

- If you are creating a flyer for use promoting your involvement in Yoga Reaches Out, please use the 'benefiting' logo that can be found in your Fundraising Center. We cannot allow the Yoga Reaches Out logo to be used unless it is a hospital owned event. Boston Children's may only be identified as your event's beneficiary. For example, your fundraiser can't be called Boston Children's Hospital Yoga Class; it should be Yoga Class benefiting Boston Children's Hospital. And we must see any material with our logo on it prior to it being published/printed.
- We love sharing your benefit classes on Facebook! Just be sure to add Yoga Reaches Out as a co-host so we can promote the event on our page. Follow along on both Facebook and Instagram to stay up to date on all things Yoga Reaches Out!

planning

- You're responsible for covering event expenses and will not be reimbursed by Boston Children's. If you're paying for expenses, please deduct these from the funds raised prior to sending your donation check. Your expenses shouldn't exceed 30% of funds raised. We maintain an average fundraising ratio of 22% and strongly encourage the same standard.
- No bank accounts in the name of "Boston Children's Hospital" can be set up to hold funds from a community fundraiser.
- You're responsible for obtaining any required permits as well as a certificate of insurance for the event.
- If you are a Boston Children's Hospital employee hosting a fundraiser, please be aware that planning, promotion and execution should take place outside normal business hours. Soliciting during business hours, utilizing email distribution lists, or using other marketing or hospital resources is prohibited.



donations

- Giving online by credit card on your personal fundraising page - Visit yogareachesout.org, click/tap the "DONATE" button then type in the participant's name under "Search for a Participant."
- Making a check out to Boston Children's Hospital - Please have your donor write your name and "Yoga Reaches Out" on the memo line, complete the check donation form and include it in an envelope with the check so we can ensure the donation is posted to your fundraising page.
- Giving you cash - Write a personal check or exchange cash for a bank check and mail it to us. Please write your donor's information on the envelope so we can add them to your fundraising page.
- Giving through your Facebook Fundraiser - You must create your Facebook Fundraiser through the "Create your Facebook Fundraiser" button in your Yoga Reaches Out Fundraising Center for donations to be instantly added to your fundraising total.
- How should I send my check donations to Boston Children's? Complete the check donation form and include it in an envelope with the check so we can ensure the donation is posted to your fundraising page.

Please mail checks made payable to Boston Children's Hospital to:

Boston Children's Hospital Trust

Attn: Gift Services

401 Park Drive, Suite 602

Boston, MA 02215-3354

- Boston Children's Hospital's Tax ID number: 04-2774441
- Our gift processing team will add donations received in the mail to your fundraising page. Since we are working remotely, it could take two weeks for checks to be reflected on your page.
- Boston Children's Hospital acknowledges all gifts of \$250 or more and sends receipts for these gifts per IRS guidelines. All online gifts will receive an automatic receipt by email.