



Community Fundraisers & Events

GUIDELINES

Thank you for your interest in supporting The Menninger Clinic by hosting a community fundraiser or event. We are grateful to partner with you to raise funds, create awareness and advocate for the mental health of all people.

The following guidelines were developed to assist individuals, organizations and groups who wish to hold an event or fundraiser benefiting The Menninger Clinic via The Menninger Clinic Foundation (EIN#81-0588012). The guidelines are intended to help you achieve your goals while avoiding potential conflicts with the policies of The Menninger Clinic.

Please review the guidelines prior to submitting the Community Fundraisers & Events Proposal Form to the Office of Philanthropy for approval. **To ensure timely review, submit your form at least 45 days prior to the fundraiser or event date.**

Questions? Contact us at 713-275-5617 or events@menninger.edu.

How We Can Help You

Our Office of Philanthropy team members can provide some assistance to help ensure the success of your fundraiser or event, including:

- Consulting with you on fundraising and event plans.
- Approving your use of The Menninger Clinic name and logo, when appropriate.
- Providing a shareable fact page about philanthropy at The Clinic to inform your supporters about the impact of their giving.
- Providing a letter of authorization to validate the authenticity of the fundraiser.

Services We are Unable to Provide

With limited staff and resources, we cannot provide support for all fundraising activities and appreciate your gifts of time and talent to help advance our mission. Unfortunately, we are unable to provide the following:

- The Menninger Clinic Foundation's sales tax exemption number or document
- Insurance or liability coverage
- Donor and vendor mailing lists
- The Menninger Clinic letterhead
- Funding or reimbursement for your expenses
- Celebrities or professional athletes for your fundraiser
- Publicity and advertising press releases, social media, newspaper, radio, television, etc.
- Guaranteed attendance of The Menninger Clinic's clinicians or staff members
- Staff participation at your committee or planning meetings
- Volunteer support at your fundraiser
- Guaranteed visits at The Menninger Clinic
- Solicitations for support to businesses or vendors on your behalf



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Choose How You Make an Impact

Every gift to The Menninger Clinic Foundation helps The Clinic to grow and improve mental health care. We can help you decide how best to direct proceeds from your fundraiser or event to maximize your impact. Below you can learn more about some of the areas you may choose to support at Menninger.

The Annual Fund (Area of Greatest Need)

Every year, donors to The Annual Fund play a key role in sustaining Menninger's excellence. The Annual Fund provides flexible, unrestricted resources that go toward The Clinic's greatest needs and opportunities to advance mental health. Whether ensuring seed funding for a new research project or educational opportunities for clinical trainees, The Annual Fund helps bridge the gap from "what if, to what is."

Research

Our researchers collaborate with leading scientists in brain imaging, genetics, microbiology and other disciplines to uncover new knowledge in mental health. In collaboration with Baylor College of Medicine, we established one of the world's most in-depth databases for mental health research and are working to create a gold standard intervention to prevent suicide. Studies are exploring the use of wearable technology to reduce suicide risk and developing a mobile gaming application to reduce suicidal ideation.

Training and Education

Partnering with Baylor College of Medicine and other schools and universities, each year we educate 35 to 40 clinical trainees in psychiatry, psychology, social work and psychiatric nursing. In addition, The Clinic serves as a clinical rotation site for more than 100 undergraduate medical and nursing students.

The Gathering Place

The Gathering Place, a psychosocial clubhouse, offers free programs and services to 200 local adults with persistent mental illness. Members help plan and carry out the clubhouse's daily activities. They also receive vocational assistance, attend group support and participate in wellness activities, like yoga and gardening.

Patient Assistance Fund

Funded by donors, the Patient Assistance Fund provides lifesaving treatment to adults and adolescents who have financial hardship but fall above the threshold for charity care. On average, through the charity care program and donor-supported Patient Assistance Fund, more than 100 adults and adolescents receive free or reduced-cost inpatient treatment and outpatient visits each year. In total, Menninger provides over \$2 million annually in health care services to people in need.

Special Initiatives

Special initiatives allow us to strategically advance Menninger's mission — like purchasing equipment for research or even constructing a new building. Contact the Office of Philanthropy to learn about our current initiatives and how you can help to expand and deepen Menninger's impact.

Area of Significance to You

If a certain Menninger program or project area has special meaning or significance to you, please let us know and we will gladly work with you to ensure that your gift is directed appropriately.



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Frequently Asked Questions

May I use The Menninger Clinic logo to publicize my fundraiser or event?

Yes. However, all materials with the Menninger logo or name must be submitted for review and approval by an authorized Office of Philanthropy representative prior to print and distribution. Proposed events and fundraisers should not be announced or publicized until the Office of Philanthropy has given approval. All publicity materials should clearly state that proceeds benefit The Menninger Clinic Foundation (EIN#81-0588012). Menninger also reserves the right to approve any and all co-beneficiaries.

May I have a raffle or drawing?

No. Fundraisers involving raffle sales, prior drawings and gambling are prohibited, as they are legally regulated by the State of Texas.

Can you help me sell tickets to my fundraiser or event?

No. Menninger employees cannot participate in the sale of event tickets or solicit event sponsorships or in-kind donations. If you plan to solicit contributions, sponsorships or in-kind gifts from businesses, we may ask you to furnish a list of such potential sponsors for review prior to solicitation. Our organization does not share its mailing or email lists.

May we sell items with Menninger's logo on them?

No. The sale of any merchandise (CDs, books, T-shirts, etc.) with Menninger's logo is prohibited.

How can my donors give to benefit Menninger?

You may collect checks and cash from your donors and send them to The Menninger Clinic Foundation. In order for us to properly credit donations to your community event and to correctly receipt donors, please ensure that the name of the community fundraiser is listed in the memo line.

If funds will be raised online, a Menninger representative can work with you to determine the best way to collect proceeds. You may use Facebook fundraising; however, we are unable to acknowledge receipt of donations made through third-party web pages.

Can a Menninger clinician or other representative attend my event?

Menninger representatives may be available for your event, but we cannot guarantee this. Please make your request at least 30 days prior to the event.

Where do I send donations of cash or checks?

Please send all net proceeds to The Menninger Clinic Foundation within 60 days of your fundraiser. Make checks payable to The Menninger Clinic Foundation and mail them to: The Menninger Clinic Foundation, Attn: Community Events, 12031 Main Street, Houston, Texas 77035.

How do I get started?

After reviewing the guidelines, submit a Community Fundraisers & Events Proposal Form to Menninger's Office of Philanthropy. The form may be downloaded from our website at menningerclinic.org/donate/ways-to-give, or requested via email to events@menninger.edu. Allow two weeks for review. We will contact you by email or phone to respond to your request. In some cases, fundraising organizations may be required to enter into a contract with Menninger before the event can occur to further define each party's obligations.