

## Frequently Ask Questions

### **Q: Will my attendees/donors receive a tax write-off for their donation?**

A: Only donations made payable to “Phoenix Children’s Hospital” are eligible for a tax receipt, in accordance with IRS rules and regulations.

### **Q: Will Phoenix Children’s cover up-front expenses for my event (i.e. Security deposits)?**

A: Unfortunately, Phoenix Children’s cannot pay for or reimburse event expenses. As part of your budgeting, you can plan to use a portion of the money made from your event to help cover your expenses.

### **Q: Can I serve alcohol at my event?**

A: Yes, but you are responsible for working with a licensed vendor. We are unable to extend Phoenix Children’s liquor license for community fundraisers.

### **Q: Am I able to access the volunteer database at Phoenix Children’s Hospital for my event?**

A: Your assigned Special Events team member can submit a volunteer request for your event if given at least 30 days notice. Please note: this is a request and not a guarantee. When outlining your volunteer needs, reasonable shifts for all Phoenix Children’s volunteers are 4 hours.

### **Q: How can I promote my event throughout the Phoenix Children’s Hospital community?**

A: Your event will be listed on Phoenix Children’s Hospital Foundation community events calendar located on the website.

### **Q: I am having trouble getting sponsorships for my event. Will Phoenix Children’s Hospital help solicit sponsors?**

A: Your Special Events team member is happy to provide examples of sponsorship asks, however, Phoenix Children’s is not able to assist with sponsorship solicitation.

### **Q: Can I do a silent auction, live auction or raffle at my event?**

A: You are welcome to host a silent or live auction at your event, however Phoenix Children’s Hospital is unable to donate any items. If you need some tips on how to host a successful auction please reach out to your Special Events team member and they will provide you with some resources. If you are planning to host an auction please let us know so we can provide proper documentation to give donors receipts. You are permitted to host a raffle, but you must first obtain all official approvals required by the Arizona Attorney General. For more information, please visit <https://www.azag.gov/media/raffles>. Please note Phoenix Children’s is unable to provide its tax ID information to be used on a raffle application.

### **Q: As the host of the event can I get a tax deduction for all the money raised?**

A: As the host you are only eligible for a tax deduction for any gift(s) you made personally and directly to Phoenix Children’s Hospital Foundation. You are not eligible for a tax deduction for the amount raised by your event, its donors or guests.

Still have questions? Reach out to us at [specialevents@phoenixchildrens.com](mailto:specialevents@phoenixchildrens.com), 602-933-4483 or contact your Special Events team member directly.