ST. DAMIEN PEDIATRIC HOSPITAL, HAITI
Fundraisers Guide
Dear Friend,

On behalf of NPH USA’s St. Damien Fund and the children treated at St. Damien Pediatric Hospital in Haiti, thank you for your interest in hosting a fundraising event. Our goal is to make fundraising for the medical care of children as easy as possible. This Guide is a way for us to share what we have learned to make your event a success!

We know that planning and hosting an event of any size requires a lot of effort. We are extremely grateful to you for your commitment of time and resources. Your event will not only introduce people to our work, but it will support St. Damien’s in providing lifesaving medical care to Haiti’s most vulnerable children.

The island nation of Haiti is the poorest country in the Western Hemisphere. Poor sanitation and widespread poverty have led to young children being 15 times more likely to die from diarrhea and pneumonia than HIV/AIDS. Nearly ten percent of the children die before their fifth birthday, largely from preventable illnesses. One out of four children is moderately to severely malnourished and 138,000 children die from preventable diseases each year.

In a country where one-third of the population is under the age of fourteen, improvements in pediatric health are a vital and necessary requirement towards Haiti’s economic, social, and political development. St. Damien Pediatric Hospital is a beacon of light and offers children a place to receive first rate quality and dignified healthcare regardless of their social level and inability to pay. Compassionate people like you make all of this possible.

We are available to assist you with your event and to answer any questions that you may have. Please let us know of your plans as early as possible so that we can work with you toward creating a rewarding event.

Thank you again for your support. You are providing the family of a sick child with hope for the future.

Warm Regards,

Jennifer Rayno,
Director, St. Damien Pediatric Hospital Fund

P.S. We want your feedback. Please let us know how we can improve this Fundraiser Guide to special events.
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Please review this entire guide and contact us to discuss your plans.

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What is NPH USA?
Founded in 1965, NPH USA is a 501(c)(3) nonprofit organization that supports the homes, healthcare and educational programs of Nuestros Pequeños Hermanos (NPH, Spanish for "Our Little Brothers and Sisters") in Latin America and the Caribbean.

What is the St. Damien Pediatric Hospital Fund?
NPH launched their Haiti programs as Nos Petits Frères et Sœurs – NPFS in 1987. While the initial goal was to build a permanent home for orphaned and abandoned children, the large number of children dying from treatable illnesses showed a desperate need for a hospital that could treat chronic and other debilitating illnesses. As a result, NPFS founded St. Damien Pediatric Hospital in 1989.

NPH USA’s St. Damien Pediatric Hospital Fund supports the daily work and programs of the hospital, which serves thousands of children each year.

Where is St. Damien’s?
It is located in Tabarre, a suburb of Haiti’s capital Port-au-Prince.

What is St. Damien’s mission?
Poverty imposes a tremendous burden of sickness and suffering on children. In an effort to offset these injustices, St. Damien Pediatric Hospital offers quality and dignified healthcare to children in need. The hospital strives to include parent participation in this care through ongoing dialogue, on-site opportunities for education, and encouraging any level of material support they can offer for the care of their children.

Main Objectives
- Diminish child mortality
- Provide high-risk maternal care
- Combat HIV/AIDS

Who funds NPH USA?
We receive donations from individuals, corporations, foundations, groups and churches of all denominations.

Are donations tax deductible?
Yes, donations to NPH USA, Federal Tax ID #65-1229309, are tax deductible to the extent allowed by law. Please note that items bought at events and event fees are deductible only over the fair market value of the item or goods and services provided.
What is a fundraiser?
It is a special event that is organized and hosted by an individual or group to support NPH USA’s St. Damien Pediatric Hospital Fund. The supporter generously offers time and resources to hold the event while NPH USA’s staff provides guidance and assistance.

What do I need to do to have a fundraiser?
• Consult with NPH USA staff
• Plan the event, including finding the venue
• Set goals for results
• Establish a budget for expenses
• Provide payment for expenses and/or find event sponsors
• Invite people and introduce them to NPH USA
• Raise money to support St. Damien Pediatric Hospital in Haiti

What will NPH USA provide?
• Staff support to help you organize the event
• Promotional assistance, including posting on our Web site, Facebook page and Twitter
• A registration and/or donation form on our Web site - see page 20 for details
• A keynote speaker*
• Informational materials to distribute at the event

* Depends on the event location and date

Unfortunately, NPH USA cannot do the following for you:
• Find event sponsors for your event
• Set up a Facebook “widget” (due to privacy issues)
• Organize an online auction
• Pay for event expenses

What expenses should I expect?
An event will typically have expenses, such as printing and mailing invitations, purchasing refreshments, and renting a facility or audio/visual equipment. We suggest that your fundraising/expense ratio be 80/20 or better. For example, if your goal is to raise $1,000, you should have no more than $200 in expenses.

Why will NPH USA not pay for my event expenses?
NPH USA budgets only for specific events organized by our regional offices. We do not budget for supporter fundraising expenses and are therefore unable to contribute to or pay for those. We encourage you to try to find event sponsors and in-kind donors for your Fundraiser.

What is an event sponsor?
An individual or organization who makes a monetary donation to pay for event expenses. Before you seek an event sponsor, you will first need to set a budget so that you know how much funding you need.

What is an in-kind donor?
An individual or organization who will donate or offer a discount on the supplies and/or services you need for your event. This can include performances, food and beverages, and facility rental fees. They might also donate items for raffles or auctions.

Finding event sponsors and in-kind donors for your event will result in even more financial support for St. Damien Pediatric Hospital! Contributions of money, goods and services for fundraisers to benefit NPH USA’s St. Damien Pediatric Hospital Fund are tax deductible to the extent provided by law. We will provide a written acknowledgment of any gift for tax reporting purposes. Contact us for more information.

What kind of event should I have?
That is entirely up to you. Do you want to have a formal or informal event? Will you invite only people you know, or will it be open to the public? The following pages contain examples of events, and the Questions to Consider section on page 8 of this Guide can help you plan your event. In addition, you may contact us discuss your ideas.

Who do I contact for more information?
If you have additional questions, please contact:
Jennifer Rayno
Director, St. Damien Pediatric Hospital Fund
Phone (312) 386-7499, extension 401
jrayno@nphusa.org
Ideas for Fundraisers

Private Party with a Purpose
Gather your friends and family for a party like you might normally have in your home – the only difference is that it will benefit the NPH USA St. Damien Pediatric Hospital Fund! Let your guests know that you will provide the refreshments and you only ask that they consider donating to NPH USA’s St. Damien Pediatric Hospital Fund.

Invitation Method:
Mailed invitations, e-mails, phone calls

At the Event:
Display posters/information about NPH USA and St. Damien’s around your home. Play a video and/or slideshow and speak about the hospital. Ask for support, distributing donation cards, envelopes and pens to guests. Allow guests to spend the remaining time eating and chatting. They will leave the event feeling good about how they spent their evening!

Public Reception
This is much like the Party with a Purpose, but is open to the public and held at a restaurant, bar or other public place. You can charge admission, and request donations at the event.

Invitation/Promotion Method:
Local newspapers, printed flyers, e-mails, social media, and posting on NPH USA Web site with a registration/donation form (see pages 19 - 20)

At the Event:
Display/distribute information about NPH USA and St. Damien’s. Show a video and have a guest speaker. Provide refreshments or a discount on food and drink as part of the admission fee. Offer people the opportunity to make a gift.

Place of Worship Event
Arrange for your faith community to invite an NPH USA or St. Damien representative to speak at services, and/or raise funds through tithing, special collections or community events, such as bake sales or craft fairs.

Invitation/Promotion Method:
Posters, flyers, church bulletin, e-mails

Benefit Concert
Do you know a musician or band? Ask that he/she/they give a performance to benefit NPH USA’s St. Damien Fund. Besides selling tickets and seeking event sponsors, sell ad space in a printed program.

Invitation/Promotion Method:
Local newspapers, printed flyers, e-mails, Facebook and Twitter, posted on the NPH USA’s Web site with a registration/donation form (see pages 19 - 20)

At the Event:
Distribute printed programs that feature paid ads as well as information about NPH USA’s St. Damien Pediatric Hospital Fund. Offer people the opportunity to make a gift.

Active Event
Organize a walk, bike race, soccer clinic, triathlon, golf event, etc. Charge an entry fee, seek event sponsors, and sell ad space along the course and/or in a printed program.

Invitation/Promotion Method:
Local newspapers and TV/radio, printed flyers, e-mails, social media, word of mouth, posted on the NPH USA’s Web site with a registration/donation form (see pages 19 - 20)

At the Event:
Display/distribute information about NPH USA and St. Damien’s. Offer people the opportunity to learn more about NPH USA and to make a gift.

Giving Campaign
Ask friends and family to donate to the NPH USA St. Damien Pediatric Hospital Fund in your honor and/or for a special occasion. For example, instead of personal gifts for a birthday, graduation, wedding or Christmas, request that a donation be made to help St. Damien’s. We can create a donation form for you on our Web site and securely process payments by credit card.

Request Method:
Printed letters, e-mails, social media
Planning Your Fundraiser
Planning Your Fundraiser

Questions to Consider

Following is a list of questions to consider when planning an event.

What type of event will you have? ________________________________________________________________
(Cocktail party, benefit walk, concert, etc.)

Will the event be:

☐ Private

OR

☐ Open to the public

What is the budget for expenses? $___________________ (see page 4 for more information)

Which of the following expenses will you have? (see page 13 for a sample budget)

☐ Invitations  ☐ Postage  ☐ Promotional materials  ☐ Refreshments  ☐ Equipment rental

☐ Give-away/gifts  ☐ Other: ________________________________________________________________

What are your goals for having the event?

| Amount of | Number of | Number of |
| Money to Raise | Corporate Sponsors | Attendees |
| $___________ | (if applicable) | __________ |

OTHER GOALS: ________________________________________________________________

How many people will you need to attend your event to meet your overall goal? __________

Do you need to ask people to help you with your event? What roles do they need to fill?

☐ Planning  ☐ Set up  ☐ Help at event (check-in, etc.)  ☐ Clean up

☐ Other: ________________________________________________________________

When will the event be held? ___________________________________________________________

Where will the event take place?

☐ Home or other private location

OR

☐ Public place:

☐ Need to reserve a space

☐ Need to make a deposit (ask if the fees can be waived or discounted)

☐ Special permits required

Details: _____________________________________________________________________________

_________________________________________________________________________________

Will you charge admission?

☐ No, I/we will ask for donations only.

☐ Yes: $_______ per person

$_______ per ____________ (family, team, etc. if applicable)

It is important to keep NPH USA informed of any changes in case anyone contacts us directly about your event.

(continued)
Questions to Consider (continued)

How will you invite people? (Check all that apply)

<table>
<thead>
<tr>
<th>Verbally</th>
<th>Print</th>
<th>Electronic</th>
<th>NPH USA Postings</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Phone calls</td>
<td>□ Paper invitations</td>
<td>□ e-mail invitation</td>
<td>□ Web site</td>
</tr>
<tr>
<td>□ In person</td>
<td>□ Flyer</td>
<td>□ Flyer</td>
<td>□ Listing and donation form</td>
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<tr>
<td></td>
<td>□ Sign</td>
<td>□ Social media</td>
<td>□ Listing with registration</td>
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<td></td>
<td>□ Poster</td>
<td></td>
<td>□ Facebook</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>□ Twitter</td>
</tr>
</tbody>
</table>

Other: _______________________________

Who will be your keynote speaker(s)*? □ Myself  □ Other: _______________________________

* NPH USA/St. Damien staff, volunteers and/or supporters may be available depending on the location/date of your event. Please contact us for more information.

Will you show a video (recommended)? □ No
 □ Yes — Title: ______________________________________
(See page 33 for a list of available videos.)

Will you use a PowerPoint presentation? □ No
 □ Yes:
   □ General overview
   □ Photos only
   □ I will customize an NPH USA template
   □ I will ask NPH USA for a customized file
   (please allow at least two weeks)

Will you be using a computer at your event? □ No

We do NOT recommend using NPH USA’s Web site for on-site registration AT the event.

 □ Yes, for __________________________
   Number needed: ________
   □ I need an Internet connection. Is it fast enough?
   □ I have a power connection

How will I capture information about attendees?

□ NPH USA’s Web site registration  □ Door prize card  □ Sign-in sheet

Will you have any of the following?

□ Raffle or door prizes  □ Live auction*  □ Silent auction*  □ Items to sell

*Talk to NPH USA’s staff about tax deductibility and tips on how to run a smooth auction.

Will you need special materials/supplies? □ No  □ Yes (See page 10 for a sample checklist.)

Additional Notes: ______________________________________

____________________________________________________

When you have the details of your event, or if you want help planning your event, please contact us. See page 33 for contact information.

nphusa.org/stdamien
Sample Event Checklist

BEFORE EVENT
- Discuss event with NPH USA’s staff
- Form a committee to divide tasks
- Choose and reserve venue
- Select keynote speaker
- Select/obtain video
- Develop PowerPoint presentation
- Decide if you will have an auction and talk to NPH USA’s staff about tax deductibility
- Set event timeline (See page 14 for sample)

Invitation
- Printed: Send (4 to 6 weeks prior)
- e-mail: Send (2 weeks prior)
- e-mail: Send (1 day before RSVP date)

Flyer
- Printed: Create or obtain from NPH USA
- Printed: Distribute (2 to 4 weeks prior)
- Electronic: Create or obtain from NPH USA
- Electronic: Distribute (2 to 4 weeks prior)

Poster
- Printed: Create or obtain from NPH USA
- Printed: Distribute (2 to 4 weeks prior)

NPH USA Web site
- Request posting (min. 4 weeks prior)
- Posted on the NPH USA’s Web site

Facebook
- Request posting on NPH USA’s page (2 to 4 weeks prior)
- Post on personal page (2 to 4 weeks prior)

Twitter
- Request an NPH USA tweet (2 to 4 weeks prior)
- Send own tweet (1 to 2 weeks prior)

Other Promotional Materials/Methods/ Public Relations
- Get event listed in local newspapers and on Web site calendars (for public event)
- __________________________________________________________________________
- __________________________________________________________________________

FOR EVENT
- Volunteer check-in location
- Volunteer job list
- Attendee list
- Name tags
- Sign-in sheet
- Door prize entry cards
- Donation forms/envelopes
- Child sponsorship board with photos
- NPH USA’s informational materials
- Prizes
- Decorations
- Refreshments
- Crafts or other items for sale or auction
- Petty cash to make change for payments at door, raffle tickets, auction check-out, etc.
- Credit Card donation forms for walk-up registrations (obtain from NPH USA office)
- Pens to fill out forms/cards, etc.

AFTER EVENT
- Monies sent to NPH USA for processing
- List of event sponsors and in-kind donors with contact information and fair market value of gift for thank you letter from NPH USA
- Sign-up sheet/donation cards to NPH USA
- Short write-up for NPH USA’s Web site
- Thank you e-mail to attendees and volunteers
- Conduct post-event meeting with committee to discuss areas for improvement
- Will this event be annual? If so, set next date.

TIP: Cross off the items you do not need for your event.

Available as a Word file

nphusa.org/stdamien 10
NPH USA/ST. DAMIEN PEDIATRIC HOSPITAL
FUNDRAISER EVENT BUDGET

Event Title: ______________________  Event Date: ______________

Total Event Budget: ______________*

Fundraising Goal: ______________*

*We suggest that your fundraising/expense ratio be 80/20 or better. For example, if your goal is to raise $1,000, you should have no more than $200 in expenses.

YOU SHOULD TRY TO GET ALL ASPECTS OF THE EVENT DONATED BECAUSE NPH USA WILL NOT BE ABLE TO REIMBURSE FOR EXPENSES.

NPH USA WILL SEND A THANK YOU LETTER FOR ANY IN-KIND DONATIONS FOR DONOR RECORDS.

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Estimate</td>
</tr>
<tr>
<td>Venue rental</td>
<td></td>
</tr>
<tr>
<td>Equipment rental/fees</td>
<td></td>
</tr>
<tr>
<td>Invitations</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td></td>
</tr>
<tr>
<td>Promotional materials</td>
<td></td>
</tr>
<tr>
<td>Food/Refreshments</td>
<td></td>
</tr>
<tr>
<td>Prizes</td>
<td></td>
</tr>
<tr>
<td>Give-aways/Gifts</td>
<td></td>
</tr>
<tr>
<td>Decorations</td>
<td></td>
</tr>
<tr>
<td>Name tags</td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL:
Sample Event Timeline

Planning Your Fundraiser

Start time (for guests): ________________________________
End time (for guests): ________________________________

Time

_______________________ You and volunteers arrive at venue and set up
(The amount of time you need for set up will depend upon
the type of event and number of guests you expect.)

_______________________ Meet with volunteers to give assignments

_______________________ Name tags, sign-in sheet or door prize cards available

_______________________ Raffle

_______________________ Silent auction

_______________________ Welcome (by you or NPH USA or St. Damien staff member,
volunteer, supporter or someone else)

_______________________ Video

_______________________ Keynote speaker (you or NPH USA or NPH staff member,
volunteer, supporter or someone else)

_______________________ Request for support/donations
(NPH USA staff can help you with this)

_______________________ Thank you to attendees

_______________________ Food served

_______________________ Mingle

_______________________ Clean up
Promoting Your Fundraiser
Promoting Your Fundraiser
Tips & Suggestions

Promotion Methods
If your event will be open to the public, you may want to promote it in some or all of the following ways:

- Letters
- e-mails
- Signs and posters
- Flyers
- Postcards
- Social media, including Facebook and Twitter
- NPH USA Web site
- NPH USA Facebook and Twitter

The following pages contain samples of promotional materials as well as templates available for your use. These items are available electronically so that you may customize them for your specific event. Please contact us to request template file(s).

If you create your own materials, please note that the NPH USA Marketing Manager (info@nphusa.org) must review anything with the NPH USA logo and/or name.

Printing Materials
Your local copy store can be a good resource for quick and economical printing. You can choose from a wide selection of paper, and black only or full-color printing.

There are many online vendors that offer low-priced, full-color printing, although they may have a minimum order of 50 or 100 copies. Three of these companies are:

- www.overnightprints.com
- www.mycolorcopies.com
- www.gotprint.com

Note: NPH USA does not endorse any of these companies and does not receive any special accommodations for listing them in our materials. The listing is for suggestion purposes only.

Media
You may want to submit information about your event to:

- Local newspapers
- Local radio stations
- Web site calendars

We also can help you write a press release if you want to try to get a feature story written/posted.

WHAT NPH USA CAN DO:

- List your fundraiser on the events page of our Web site.
- Create a registration form.
- Take payment for entry fees or donations by credit card through our secure server. This can eliminate or decrease the need for you to take payments.
- Automatically email a confirmation to registrants/donors.
- Mail a thank you letter.
- Provide you with a list of registrants/donors (names only).
[Click here and type date]

[Click here and type name]
[Click here and type address]
[Click here and type city, state zip]

Dear [Click here and type name],

On [Click here - type event date], [Click here and type event host(s)] will present [Click here and type event name] to benefit the NPH USA St. Damien Pediatric Hospital Fund. [Click here and type event host(s)] have supported NPH USA for [Click here and describe your affiliation]. I would like to take this opportunity to tell you about NPH’s work.

Located less than 2,000 miles from the U.S., Haiti is plagued by both political instability and natural disasters. 80% of the population lives below the poverty line, surviving on less than $2 a day. Access to healthcare is essentially non-existent. According to UNICEF, Haiti has the highest rate of infant, under-five and maternal mortality in the Western Hemisphere. The January 2010 earthquake caused an estimated 300,000 injuries, which exacerbated the limited healthcare services.

Nuestros Pequeños Hermanos (NPH), founded by American priest Father William Wasson in 1954, opened their Haiti programs (as Nos Petits Frères et Sœurs – NPFS, “Our Little Brothers and Sisters”) in 1987. While the initial goal was to build a permanent home for orphaned and abandoned children, the large number of children dying from treatable illnesses showed a desperate need for a hospital that could treat chronic and other debilitating illnesses. As a result, NPFS founded St. Damien Pediatric Hospital in 1989.

Supported through NPH USA’s St. Damien Pediatric Hospital Fund and private contributions from people all over the world, the hospital and its associated public health programs reach thousands of children each year. Unfortunately, there are countless children who still need help.

Please consider helping save the lives of children in Haiti by [Click here and describe how to help (attending the event, donating money or goods, etc.)] NPH USA is a 501(c)(3) nonprofit organization, Tax ID# 65-1229309. Contributions are tax deductible as provided by law. Enclosed you will find [Click here and describe enclosure(s) (brochure, flyer, etc.)] Please contact me if you have any questions. If you want additional information about NPH USA or St. Damien’s, visit www.nphusa.org/stdamien.

Sincerely,

[Click here and type your name]
Event Invitation Sample

Promoting Your Fundraiser

We can create an invitation for you!

You are invited...

NPH USA invites you to attend a Special Reception featuring Fr. Rick Frechette and Dr. Jacqueline Gautier of St. Damien Pediatric Hospital

Saturday, June 4, 2016 6:00 to 8:00 p.m.
at the home of Your Name Here
Your Address Here
Your Town, State Zip

with sponsorship by Your Event Sponsor

RSVP at your earliest convenience to Your name, youremail@yourisp.com

Hors d’oeuvres, soft drinks, and wine will be served

You are invited...

Saving children’s lives in Haiti since 1989

St. Damien Pediatric Hospital, which was founded in 1989, and its associated public health programs provide medical treatment to more than 90,000 children in Haiti each year.

Fr. Rick Frechette, CP, D.O., has served as National Director of NPH Haiti for the past 26 years. In 1998, he graduated from the New York College of Osteopathic Medicine, and became a general practitioner. Fr. Rick’s duties include overseeing St. Damien Pediatric Hospital.

Dr. Jacqueline Gautier became the first Medical Director of St. Damien Pediatric Hospital in 1993. In close collaboration with Fr. Rick, she helped transform it from a hospice for dying children into a well-known state-of-the-art facility. She graduated from the Faculté de Médecine et de Pharmacie, Port au Prince, Haiti in 1981 as a Pediatrician.

The ELMA Philanthropies Services (U.S.) Inc. is the services arm of the ELMA Group of Foundations which develops program strategies, identifies and explores grant making opportunities, monitors grant performance, and establishes philanthropic relationships for the Foundations.
Promoting Your Fundraiser
Event e-mail Sample

You are invited

Fr. John Brenkle, Judy Barrett and NPH USA

Special Reception in the Napa Valley

featuring Fr. Rick Frechette of St. Damien Pediatric Hospital

Sunday, April 12, 2015
2:00 to 4:00 p.m.

Chateau Montelena Winery
1429 Tubbs Lane
Calistoga, CA 94515

Refreshments will be served.

RSVP at your earliest convenience to Jennifer Rayno at jrayno@nphusa.org or (312) 386-7499, ext. 401

If you are unable to attend, but would like to support St. Damien’s, please visit www.nphusa.org/chateau.

ST. DAMIEN
PEDIATRIC HOSPITAL FUND
Saving children's lives in Haiti since 1989.

Fr. Rick Frechette, CP, D.O., has served as National Director of NPH Haiti for the past 27 years. A graduate of Assumption College in Massachusetts, he was ordained in 1976. He graduated from the New York College of Osteopathic Medicine in 1984, and became a general practitioner. Fr. Rick's duties include overseeing St. Damien Pediatric Hospital, which was founded in 1989. The hospital and its associated public health programs provide medical treatment to thousands of children in Haiti each year.

NPH USA
Raising Children, Transforming Lives.

St. Damien Pediatric Hospital Fund
134 North LaSalle Street, Suite 500
Chicago, IL 60602-1836
312-386-7499, ext. 401
jrayno@nphusa.org

www.nphusa.org/stdamien

We can create an e-mail for you!
3rd ANNUAL
ROCK FOR HAITI
CONCERT TO BENEFIT ST. DAMIEN’S CHILDREN’S HOSPITAL

Featuring local bands
Destination West and Graces Downfall

Saturday, November 7, 2015
7:00 p.m. - 12:00 a.m.

20th Ward Social Club
2028 Pittston Avenue
Scranton, PA 18505

Admission: $20 donation at the door
18 to enter | 21 to drink
Free draught beer, soda, water, pizza and snacks

Raffles:
50/50 and Baskets
Raffle tickets $15 for 1 | $25 for 2

For more information, contact NAME at E-MAIL or PHONE

ROCK FOR HAITI will raise money for St. Damien’s Children’s Hospital located just outside of Port-au-Prince, Haiti. Operated by Nos Petit Frères et Soeurs/Nuestros Pequeños Hermanos (NPFS/NPH; French/Spanish for “Our Little Brothers and Sisters”), it is the only free pediatric hospital in the entire country. It provides long-term care for critically ill children as well as outpatient services to thousands of children and adults each year.

NPFS/NPH currently cares for more than 3,400 orphaned, abandoned and disadvantaged children in Bolivia, the Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua and Peru. In the United States, NPFS/NPH is supported by NPH USA, a non-profit organization (Federal Tax ID# 65-1229309) founded in 1965. Donations are tax deductible as provided by law and will help provide health care to the sick children of Haiti. To write a check, please make it payable to "NPH USA" with "St. Damien" on the memo line.

To learn more about NPH USA and NPFS/NPH, please call 888-201-8880 or visit www.nphusa.org/stdamien

Bring a new, unwrapped toy for a local needy child for Christmas. Toys will be distributed in cooperation with The United Neighborhood Center of Scranton.
Promoting Your Fundraiser

NPH USA Web Posting Sample

Contact us to request an event posting on our Web site.
Contact us to request an event form on our Web site.
Planning Your Fundraiser

NPH USA Facebook Post Sample

Contact us to request a post on our Facebook page.

Email or Phone
Password
Keep me logged in
Forgot your password?

Upper Midwest Associate Board Trivia Night 2016

Public · Fundraiser · Hosted by NPH USA

Tickets Available
www.nphusa.org

Wednesday, April 27 at 6:30 PM in CDT

Details

Come join the NPH Associate Board for a fun evening of internationally-themed trivia for a good cause!

Summit Brewery, just off of West 7th Street in St. Paul, has graciously agreed to host trivia with us for the second year in a row! If you’ve never been to one of our hopping Friday night Happy Hours before, check them out here: http://www.summitbrewing.com.

The Schedule:

Most importantly, the bar will be serving 2 beers all evening long! Doors open at 6:30 p.m. and trivia starts at 7:00 p.m.

The Trivia:

The entry fee provides you access to the bar, (baud!) a lively game of trivia, a chance to win some awesome prizes and warm, fuzzy feelings for helping an awesome organization. Don’t wait, pass it on!
During Your Fundraiser
During Your Fundraiser
Tips & Suggestions

Attendee Information
Use a sign-in sheet or door prize entry cards to collect contact information (name, address, phone and e-mail) from people who are interested in receiving news or more information about NPH USA and its support of St. Damien Pediatric Hospital. (See page 24 for a sample form.)

Informational Materials
Have informational materials available that people can take with them. This may include brochures and fact sheets. We can provide you with these materials and information to share with your attendees.

Sharing Your Goal
Post a sign or poster of your financial goal. (See page 27 for a sample.) If possible, you may want to track your progress towards the goal as your event is taking place.

Collecting Donations
If your event will include an ask for support, you can use a box or basket to collect cash and checks, and/or use donation cards for people who wish to make a gift with a credit card. (See page 26 for sample forms.)

Taking Photos
Please take photos at your event and share them with us! We may post one or more on the St. Damien News page of our Web site with a story about your event, or share on our Facebook page!

Right: St. Louis Church in Pittsford, NY, has been supporting NPH USA since 1991. They raise funds through tithing, special collections and community events such as an annual corn sale. Each year St. Louis provides more than $18,000 for St. Damien’s.
## Event Sign-In Template

**During Your Fundraiser**

**Event Name - Event Date**

**Organizer’s Name**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address, City, State Zip</th>
<th>Phone</th>
<th>E-mail</th>
<th>I would like</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>More info.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>To volunteer</td>
</tr>
</tbody>
</table>
During Your Fundraiser
Door Prize Card Templates

Name __________________________
Address _________________________
Phone __________________________
E-mail __________________________

Please check all that apply:

☐ Call me! I would like to make a financial gift to support the St. Damien Pediatric Hospital Fund!
☐ I would like information about including NPH USA in my will or estate plans.
☐ I want to host an event.
☐ I am interested in __________________________

THAI

EVENT TITLE
Door Prize Entry Form

________________________________________
Name

________________________________________
Address

________________________________________
City  State  Zip

________________________________________
Phone

e-mail __________________________

Please contact me. I am interested in:

☐ Making a financial gift to support the St. Damien Pediatric Hospital Fund!
☐ Including NPH USA in my will or estate plans.
☐ Hosting a fundraising event
☐ Other: ____________________________

Available as a Word file
Pledge Card

Yes! I want to help save the lives of children in Haiti by supporting the NPH USA St. Damien Pediatric Hospital Fund:

A total pledge of: $___________, with an initial payment of: $___________, and a balance of: $___________ to be paid over _________ years.

I/we would prefer to make our pledge payments: □ annually □ semiannually □ quarterly □ monthly

I/we would like to make our first payment on ______/_____/______.

□ Please mail me/us a pledge payment reminder OR
□ My check payable to NPH USA is enclosed.

□ Please charge my: □ Visa □ MasterCard □ Discover □ American Express

Card Number __________________________ Exp. Date ______
Security Code (on back of card) ______

□ I/we want to pay my pledge via automatic account withdrawal/electronic funds transfer.*

□ I/we want to pay my pledge with stock. Please contact me.*

* A member of the Development staff will contact you to obtain your account information.

Donor Contact Information

Name __________________________________________ Date: _____________
Company ____________________________
Address __________________________________________
Phone ____________________________ e-mail __________________________

Payment Method

□ Check to NPH USA is enclosed.

□ Visa □ MasterCard □ Discover □ American Express

No. ____________________________ Exp. Date ______
Signature ____________________________ Security Code ______

I am interested in: □ Visiting St. Damien’s □ Hosting an event
□ Planned giving □ Other: ____________________________

Gifts to NPH USA, Federal Tax ID# 65-1229309, are tax-deductible to the extent provided by law.

Thank you for your support.

NPH USA St. Damien Pediatric Hospital Fund
134 North LaSalle Street, Suite 500 • Chicago, IL 60602-1036
Toll-free 888.201.8880 • nphusa.org/stdamien

Donations to NPH USA, Federal Tax ID# 65-1229309, are tax deductible as provided by law. The examples listed represent average expenses. Gifts to the Fund will be used where most needed.
HELP US save children’s lives IN Haiti.

$5,000 = Chemotherapy

$2,000 = Inpatient stay for 4 children for a week

$500 = 5 emergency room visits

$3,000 = Critical care for 3.5 weeks

$1,000 = Hospital meals for 47 children for a week

$10,000 = Salary for 4 general aides for a year

During Your Fundraiser
Goal Sign Sample

We can create a sign with your goal. You can enlarge it and fill in levels as you reach your goal.
After Your Fundraiser
Post-Event Report
Please tell us about your event! We would like to know what you did, hear how it went, get your feedback and see photos. We might do a story about your event on the St. Damien News page of our Web site, on social media or in promotional materials to inspire others who might be interested in organizing and hosting an event. Send an email to jrayno@nphusa.org.

Monetary Donations
If an NPH USA staff member is present at the event, he/she can take the donations.

If you need to submit the donations and your gift is in the form of a check or donation card with payment by credit card, you may:

- Mail it/them to the national NPH USA office, OR
- Hand deliver it/them to the office.

Cash should only be delivered in person. Please contact us.

Attendee/Donation Information
Please submit the following to us:

- Sign-in sheets, entry forms, door prize cards and donation cards
- A list of event and in-kind sponsors with contact information and fair market value of gifts

NPH USA will send thank you letters to the donors and sponsors. These letters can be used by the donor for tax filing purposes.

Unused Materials
Please return any unused informational materials that were provided by NPH USA to us.

Recommended Actions
- Send a thank you e-mail or letter to attendees and volunteers. Include the total amount of money raised and a note about next year’s event (if applicable).
- Conduct a post-event meeting with your committee so that you may discuss what worked well and areas for improvement.
- If you will have your event annually, set the next date.
After Your Fundraiser

Post-Event Report

Please complete this form after your event and send it to jrayno@nphusa.org.

**Event Name:**

**Event Host(s):**

**Your Address:**

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

**Event Date(s):**

**Your Phone:**

**Your e-mail:**

### FACTS AND FIGURES

<table>
<thead>
<tr>
<th>Number of Attendees:</th>
<th>Amount of Money Raised:</th>
<th>Number of Volunteers:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Did you meet your goals for the event?** □ Yes □ No

**Was anyone interested in hosting their own event?** □ Yes □ No

**Event sponsor names:**

**Did your event receive any media coverage? If so, please describe and/or provide links:**

### FEEDBACK

**Did you receive enough guidance in organizing your event?** □ Yes □ No

**Did you have enough materials?** □ Yes □ No

**What worked well?**

**What could be improved?**

**Do you have any suggestions for future event hosts?**

**Do you have any stories, quotations and/or photos to share?**

**Are you willing to host another event?** □ Yes □ No □ Not sure

**Would you be willing to help someone else organize an event?** □ Yes □ No □ Not sure

**Other comments (use additional sheet if needed):**
Thank you for {attending, making a donation, volunteering}
Event Name on Event Date.

With your participation, we raised more than $______ for the NPH USA St. Damien Pediatric Hospital Fund.
Resources
Health Issues in Haiti

The poorest country in the Western Hemisphere, Haiti has many health issues:

- The highest rate of infant, under-five and maternal mortality in the region.
- Inadequate sanitation and widespread poverty have led to young children being 15 times more likely to die from diarrhea or pneumonia than HIV/AIDS.
- Nearly 10% of children die before their fifth birthday, largely of treatable illnesses.
- One out of four children are moderately to severely malnourished.
- 138,000 children die of preventable diseases each year.

In a country where one-third of the population is under 14 years old, improvements in pediatric health are a vital requirement towards economic, social, and political development.

Making an impact

Nuestros Pequeños Hermanos (NPH), founded by American priest Father William Wasson in 1954, opened their Haiti programs (as Nos Petits Frères et Sœurs – NPFS, “Our Little Brothers and Sisters”) in 1987. While the initial goal was to build a permanent home for orphaned and abandoned children, the large number of children dying from treatable illnesses showed a desperate need for a hospital that could treat chronic and other debilitating illnesses. As a result, NPFS founded St. Damien Pediatric Hospital in 1989.

Supported through NPH USA’s St. Damien Pediatric Hospital Fund and private contributions to NPH worldwide, the hospital and the associated public health programs of NPFS reach thousands of children each year.

Resources

List of Available Materials

Following is a selected list of resources and publications you may want to review when planning your event and/or make available at the event.

Videos

The following videos are available online at www.nphusa.org/stdamien

- St. Damien Pediatric Hospital: Not One Be Lost
- NPH Haiti - Fifth Anniversary Earthquake Tribute
- St. Damein Pediatric Hospital, 2013
- St. Damien Residency Program
- NPH Haiti Hospital, 2006

For high-quality videos that can be shown at your event, please contact us.

Presentations

We can provide a PowerPoint presentation template for you to customize for use at your event are available. Alternatively, we can create a custom presentation for you. Please contact us for more information.

Print Materials

Most of these items are available online at www.nphusa.org/stdamien.

- Brochures
- Fact Sheet
- 2015 By the Numbers
- St. Damien Pediatric Hospital Report

For more information, contact:

Jennifer Rayno
Director
St. Damien Pediatric Hospital Fund
134 North LaSalle Street
Suite 500
Chicago, IL 60602-1036

Phone (312) 386-7499, extension 401
jrayno@nphusa.org