

Fundraise Your Way

For Health, Hope and Healing

Frequently Asked Questions

Q: Can event organizers use the Helen DeVos Children's Hospital Foundation or Spectrum Health Foundation logo?

A: Logos are registered trademarks and cannot legally be reproduced without permission from Spectrum Health Foundation or Helen DeVos Children's Hospital Foundation. Please contact our office to determine the proper language to use and receive permission for logo usage.

Q: Can event organizers use the Helen DeVos Children's Hospital Foundation or Spectrum Health Foundation name?

A: Yes, promotional materials that use the Hospitals' names must use the term "Proceeds to benefit Helen DeVos Children's Hospital Foundation or Spectrum Health Foundation."

Helen DeVos Children's Hospital Foundation or Spectrum Health Foundation is the beneficiary, rather than sponsor, of all fundraising projects and events. Therefore, our name cannot be used as such: "Spectrum Health Foundation 5K Run" or "Helen DeVos' Fashion Show" as examples.

Q: Can event organizers request a hospital representative at an event?

A: We cannot guarantee a representative will be available, but will determine the need and availability through your request. While we would love to attend each fundraising event, please understand that the volume of requests exceeds our available staff. If a hospital representative is unavailable, you may want to consider inviting a family from your community to share their hospital experience.

Q: Can organizers conduct a raffle at an event?

A: We recommend conducting an auction as opposed to a raffle due to the complex gaming laws in the state of Michigan. We cannot obtain a raffle license on your behalf.

Q: Does the Foundation cover event expenses?

A: All expenses are the responsibility of the project/event organizer.

Q: What can the foundation do to help?

- Answer questions about event planning.
- Provide a letter of authorization to validate the authenticity of the event and its organizers.
- Provide tax receipts to donors who make checks payable to the Helen DeVos Children's Hospital Foundation or Spectrum Health Foundation.
- Promote your event on our Calendar of Events and/or social media platforms.

Q: What can't the foundation do to help?

- Provide reimbursement for event expenses.
- Provide contact information and/or mailing lists for corporate sponsor(s), donors and supporters for solicitation purposes.
- Provide volunteers to be at the event.
- Sell tickets for your event.

Q: I'm a business, corporation or school looking for a more long term relationship with Spectrum Health Foundation and Helen DeVos Children's Hospital Foundation. Where can I find out more information?

A: If your company is interested in partnership opportunities, please visit contact the foundation at foundation@spectrumhealth.org or call 616.391.2000.

Frequently Asked Questions cont ...

Q: Can event organizers request Helen DeVos Children's Hospital Foundation/Spectrum Health Foundation's tax ID and W-9?

A: Yes, our Tax ID # is 38-2752328. Requests for a completed W9 form can be sent to foundation@spectrumhealth.org

Q: Where do event organizers send the donation after an event?

A: Please send gifts to:
Spectrum Health Foundation
25 Michigan St NE, Suite 4100
Grand Rapids, MI 49503
Checks should be made payable to Spectrum Health Foundation.

Please accompany the check with a letter including your contact information, event name, date and what program the donation should be designated to.

Q: What if a check is made out to me, not Spectrum Health Foundation or Helen DeVos Children's Hospital Foundation?

A: If a donor makes the check out to you, simply endorse the check with your signature and underneath add "Payable to Spectrum Health Foundation" and submit it to the foundation. Please note that the account holder on the check will receive the tax receipt from Spectrum Health Foundation.

Q: Can I accept the bulk of the donations and write one check?

A: Checks should be made out to Spectrum Health Foundation, with "Your Fundraiser Name" written in the memo line. If the check is from your account, you, and not your donors, will receive a tax receipt.

Q: My question is not answered here. How can I contact you?

A: We are here to help make your fundraiser a success! Please contact the foundation with any questions you may have regarding your fundraiser at foundation@spectrumhealth.org or 616.391.2000.

Thank You!

We send our most sincere and heartfelt gratitude to you for directing your fundraiser profits to Spectrum Health, including Helen DeVos Children's Hospital. Your generosity and dedication is improving health, inspiring hope and saving lives. Together we continue to deliver personalized health made simple, affordable and exceptional.



Frequently Asked Questions cont ...

Q: Where do event organizers send the donation after an event?

A: Please send gifts to:

Spectrum Health Foundation Attention: Taylor Babcock

100 Michigan Street NE, MC 004

Grand Rapids, MI 49503

Checks should be made payable to Spectrum Health Foundation.

Please accompany the check with a letter including your contact information, event name, date and what program the donation should be designated to.

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A: We are here to help make your fundraiser a success! Please contact Taylor Babcock with any questions you may have regarding your fundraiser at taylor.babcock@spectrumhealth.org or 616.486.2088.

Thank You!

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