Solicitation Worksheet

Thank you for requesting community contributions, advertising or corporate sponsorships from Upland Hills Health. PLEASE NOTE: Because we are a non-profit, charitable organization ourselves, our support is typically in the form of program advertising. We often support **local** fund-raising projects by donating gift shop inventory or gift certificates as raffle items or door prizes. We seldom make outright gifts of cash.

Examples of those who should complete this worksheet include those coordinating high school yearbooks, church bulletins or booklets, performing arts programs, athletic booster programs or calendars, music boosters programs, community maps and other community fundraisers.

Please submit your requests in writing and adhere to this format. Print neatly or type.

Today's date:	
Name of organization:	
Complete mailing address of organization:	
Contact person's name, title, daytime phone number and email address:	
Will proceeds benefit a local school or non-profit organization? Please describe.	
What would you like Upland Hills Health to do in support of your organization?	
How might this support our patients and the communities we serve?	

Do you have a website? If yes, please list the URL:	
Are any Upland Hills Health employees actively involved in your organization? If yes, please name them and describe their involvement.	
If you are requesting a print ad for a community service publication, please describe ad sizes and costs here, or attach a separate listing:	
For print publications or t-shirt logos, please describe the number of copies/shirts distributed, how they will be distributed, and the target audience:	
Which specific communities in southwest Wisconsin will be reached by this project?	
By what date do you need a response from Upland Hills Health?	
Please attach:	☐ Your business card, if you have one. ☐ A contract, if you require one. ☐ A rate sheet or price listing, if appropriate. ☐ Any other supporting written documents or samples **which you do not need returned.**

Please complete and return this request to: Community Relations Department, Upland Hills Health, 800 Compassion Way, PO Box 800, Dodgeville, WI 53533. Or, **fax** to: (608) 930-7250.

In advance, thank you for following this format. With questions, please email uhh_community_relations@uplandhillshealth.org. Or telephone the Community Relations office at (608) 930-7112.