

Q&A for Foundation Fundraising Events – revised March 2012

Who should sign a site contract?

It is the policy of Bright Horizons that all contracts are sent to our legal department for review and are signed by the authorized person. This is true for fundraising events as well. Please forward to: Nicholas W. Valentine, Esq., Associate Legal Counsel – nvalentine@brighthorizons.com
Bright Horizons Family Solutions
200 Talcott Avenue South
Watertown MA 02472
(p)617-673-8130 (f)617-673-8629

Who should I contact about setting up an on-line fundraising event page?

Please contact April Powell, Foundation Project Manager and Designer at april.powell@brighthorizons.com or 303-861-1752

How do I access an Insurance Certificate for our event if needed?

Any time you need a specific certificate like this, you can go right to *BrightWeb>departments>Risk Management>certificates of insurance>certificate request form*, print that out and fill in all of the required information. Fax it to the broker (information at the top of the form) and they will process the specific certificate and send it right out.

They will need to know the date of the event, where, the center/centers that are participating, the detail of the requestor, name, address, contact information, etc and the specific wording requested. Also, the person to send it to via whatever method you state – mail or fax.

T.J. Comeau in our Risk Management Department is a resource to you.

How should the finances of our fundraising be handled?

Every coordinator should have a finance conference call regarding how to best handle your finances, including expenses and donations. This is important! We will provide you with forms that will help us track your funds raised, etc.

Please contact Jenny Malone, Business Manager for the Foundation, at jmalone@brighthorizons.com or 615-397-4875.

Are donations tax-deductible?

The Foundation is a 501 c-3 not for profit organization and all donations are tax deductible. We can provide you will receipts that you can provide to anyone making a donation. If they make an on-line donation on the Foundation's website, they will receive an automatic tax statement.

How do we get media coverage?

We hope you seek media coverage! Great – please contact Missy Pankake, the Foundation's Communication Specialist and she will help you out. mpankake@brighthorizons.com or 615-238-6056

Does the Foundation have resources we can share that explain the Foundation and Bright Spaces?

Yes – we have a lot of different resources. Some of the materials on this website are designed for this usage as well. If you would like something specific please contact Becky Bowman, Executive Director at bbowman@brighthorizons.com or 615-238-6048 or Missy Pankake at mpankake@brighthorizons.com 615-238-6056

Who should we send photos to?

We love photos! And especially those that are high resolution because we can use them in printed materials. Please send all electronic photos to April Powell, Development Coordinator at april.powell@brighthorizons.com or you can mail a CD of photos to Becky Bowman at Bright Horizons Foundation, 105 Westwood Place, Suite 125, Brentwood, TN 37027.