

# Program Policies

- The Make-A-Wish Foundation® **does not** allow any telephone or door-to-door soliciting of any kind. However, students may approach businesses, family members or immediate neighbors for support.
- Under no circumstances can the Make-A-Wish Foundation of Michigan logo be altered. Please contact your event manager to obtain complete logo guidelines.
- Any publication produced by a school or organization in conjunction with the Kids for Wish Kids (KFWK) and Collegiate Wish Champions Program (CWC) should be emailed or faxed to the regional office for approval. Please fax documents to:

Eastern, Northern & Central Michigan – 313.833.9103  
Attn: Kedrin Gall

Western Michigan – 616.363.5415  
Attn: Erica Hunt

- Schools or organizations should **not** contact any Michigan professional sports team on our behalf, i.e. Detroit Lions, Pistons, Red Wings, or Tigers, without first contacting the Make-A-Wish Foundation of Michigan. The Foundation has agreements with certain sports teams in the state and we must follow the proper communication channels. In addition to sports teams we have additional relationships that we need to protect. Before soliciting support we encourage you to contact the Foundation for a complete listing of those companies and organizations that should not be approached without first contacting the Foundation.
- The Foundation is not permitted to give out contact names or phone numbers to any of our corporate donors. If you have requests, please contact (insert proper Manager of Community Development name, phone number, and extension).
- All schools and organizations participating in the KFWK or CWC Program must complete and submit the Registration Form. Please submit to the Foundation **prior to the beginning date of your event**. You will be contacted with your approval status and information on the wish child you will be helping.

- Sponsoring organization agrees the Make-A-Wish Foundation® of Michigan will receive all fund-raising dollars raised from the event within 45 days of the event date.
- Please make checks payable to the Make-A-Wish Foundation of Michigan. Our mailing address is 230 Huron View Boulevard Ann Arbor, MI 48103. Please include a short note stating the donation was made in support of the KFWK or CWC program and don't forget to include your school name.

**Thank you for adhering to these policies. Please do not hesitate to call the Make-A-Wish Foundation of Michigan offices with any questions or comments.**