

September 16, 2018

Re: Mystery, Malt & Merlot 2019

Beneficiary Applications

Ladies and Gentlemen:

The Advocates for Upstate Medical University are beginning to plan our premier fundraising event, *the 21st Annual Mystery, Malt & Merlot*, which is scheduled for April 12, 2019 at the Oncenter. This past April we enjoyed record-setting success at our event; and we were able to donate \$35,000 to the new Adolescent Psychiatric Unit at the Downtown Campus.

We are searching for a worthy beneficiary for 2019. We welcome and encourage all departments to apply to become the beneficiary for the 21st Annual Mystery, Malt & Merlot. Please see the attached for requirements and responsibilities. Applications are due by October 12th at noon.

We hope to offer our committee several dynamic projects to choose from.

Thank you for your time and for your continued support of The Advocates and this great event!

Sincerely,

Barbara LaBarge

Chair, Mystery, Malt & Merlot

Judy Carr

President, The Advocates for Upstate Medical University

Mystery, Malt and Merlot 2019 Beneficiary Application Form

Eligibility Requirements

- Affiliated with Upstate Medical University – Downtown or Community Campus.

Nomination Process

- Only one application may be submitted for each program.
- Page three of this packet must be completed with the name of contact person(s) within the department and department administration
- A complete application must consist of the following information:
 1. A brief summary of program's history or, if start-up, why program is being started now.
 2. Statement of program's mission and goals.
 3. Description of the program or service you are seeking to fund.
 4. Identify the target community served through this program and the number of patients/families/staff that will be impacted.

Notification of Beneficiary

The beneficiary representative will be notified both by telephone and a letter by the end of October. Official correspondence will be directed to the designated program representative and the program Chair or Director.

Beneficiary Responsibilities

The department will be expected to support the event with attendance and sponsorship. The beneficiary department will also be asked to provide information for potential guests and sponsorships from outside organizations that work with the department.

Presentation of Beneficiary Award

The beneficiary designee must coordinate with the Mystery Malt & Merlot committee any written information concerning their department for the event. The Department Chair or a representative will need to attend and give a short presentation about the program at Mystery, Malt and Merlot on **April 12, 2019**. The beneficiary representative must also be present at The Advocates Annual Luncheon Meeting on **May 7, 2019** where they will be awarded the beneficiary check. During this meeting, the representative may be asked to make a short presentation detailing their program and how the funds may be spent.

Application is due by October 12, 2018 at noon

**Mystery Malt and Merlot
Beneficiary Application 2019**

Name of Applying Department

Director/Chairman of program

Name _____

Title _____

Telephone (____) _____ Email (required) _____

Address _____

City _____ State _____ Zip Code _____

Signature _____

Signature indicates support of the above-stated program for the 2019 Mystery, Malt and Merlot Beneficiary Award. Applications will not be processed without the Director or Chairman's signature.

Committee Contact (Name of person who will work with M3 committee – if not Director/Chair)

Name _____

Title _____

Telephone (____) _____ Email (required) _____

Submit the beneficiary application with supporting documents by October 12, 2018 at noon to:

Jonathan Adler, Administrative Coordinator, The Advocates for Upstate Medical University
750 East Adams Street, Suite 1401E,
Syracuse, New York 13210 adlerj@upstate.edu

Selected Beneficiary will receive a minimum of \$10,000.

Recent beneficiaries include: Adolescent Psychiatric Unit - \$35,000, Downtown Lobby Renovation - \$40,000, Postpartum Unit - \$35,000