

Appendix A: The LFMC mission statement.

As an organization composed of students at the Jacobs School of Medicine and Biomedical Sciences at the University at Buffalo, community health workers, and physicians, the Lighthouse Free Medical Clinic provides free healthcare to the uninsured and underserved patients of Buffalo, NY. As the only medical student body in the area, we undertake this work to provide a service to the community in which we are educated. In addition, we hope to encourage a long-term, professional interest in community health in medical students and other health professions students who gain experience at our clinic. We aim to re-mediate some of the barriers to healthy living and access to preventive medical care in underserved communities. In the pursuit of this goal, we provide resources to help connect uninsured patients with the means to access continuous medical care and education about healthy lifestyle choices and disease prevention to encourage health literacy. We hope to provide these services in a partnership with the members of the community in which we work by building long-term, mutually beneficial relationships, so that we can best serve the unique needs of our specific patient population.

Appendix B: The solicitation letter included in the donation solicitation packet.

Dear [BUSINESS OR INDIVIDUAL NAME],

A backstory on the Lighthouse Free Medical Clinic: In January 2001, the Black Leadership Forum of Buffalo reported that 43.00% of Buffalo residents live below the poverty line. 16.00% of patients had difficulty paying for their health care, and over 20.00% had difficulty paying for prescriptions. These statistics reflected the need for additional, accessible health care services on the East Side of Buffalo, NY. To address the health care needs of this patient population, two students at the Jacobs School of Medicine and Biomedical Sciences at the University at Buffalo established the Lighthouse Free Medical Clinic in 2001. Since then, the clinic has flourished, and provides uninsured and low-income individuals with **free health care services**, supported by a volunteer staff of local physicians, residents, medical students, and undergraduate students. The clinic is open every Friday from 5:00 PM to 10:00 PM, during which we see up to 20 patients. Patients are offered insurance counseling/enrollment, chronic illness education, blood pressure checks, blood glucose readings, basic blood work, PPDs for tuberculosis screening, pregnancy tests, and testing for STIs. Lighthouse provides a valuable service to an underserved community by empowering patients through access to medical and social services and working to connect them to more stable health care. We achieve this by working with an interdisciplinary team of physicians, social workers, nutritionists, law specialists, and more. With growing interest and support, we have been able to expand our services to offer patients dermatology, gynecology, dental, public health, social work, law, and nutrition.

Why we are reaching out to [BUSINESS OR INDIVIDUAL NAME]: Donations are the fundamental support for Lighthouse and have allowed us to continually expand our services in both clinical and educational areas, based on the needs of our patients over the past 20 years. It is thanks to contributions from businesses and individuals in the greater Buffalo community that we can continue to offer these services every week for over 400 patients each year.

Our funding is largely dependent on an annual gala, to be held on **February 4, 2023**. We expect the attendance of over 300 medical students, physicians, faculty members, and community representatives. *As we are an entirely volunteer organization, we are asking for your support as a sponsor of this event.* Donations can be monetary, and/or in the form of a physical donation for our auction, which will be the main event at our gala. Your support will be recognized on our sponsor posters, our website, and in our program booklet for the night with any logo of your choosing. The Lighthouse Free Medical Clinic crew extend their thanks for your consideration and generosity.

Sincerely,

The [CLINIC NAME] Team

Appendix C: Examples of Gala basket raffle descriptions.

Basket #1: “For the Plant Parents”

Basket items: Succulent & plant care basket

Donor(s): [DONOR / BUSINESS NAMES]

Retail value: \$100.00

Basket #2: “This Might Be Cheesy...”

Basket items: Wood cutting board with 14222 zip code; Cheese knife set; 2 bottles of fine wines

Donor(s): [DONOR / BUSINESS NAMES]

Retail value: \$155.00

Basket #3: “Move Your Body”

Basket item: New set of workout resistance bands; 1 free month at [LOCAL GYM NAME];

[LOCAL SPA NAME] gift card

Donor(s): [DONOR / BUSINESS NAMES]

Retail value: \$175.00

Basket #4: “It’s Vintage”

Basket items: A curate basket of vintage goods from a local vintage store

Donor(s): [DONOR / BUSINESS NAMES]

Retail value: \$150.00

Appendix D: Examples of Gala live auction item descriptions.

Live Auction Item #1: “You’ve Yacht to be Kidding Me!”

Description: Boat tour and lunch for 4 guests with Dr. [DONOR’S NAME].

Starting bid: \$50.00

Winning amount: \$450.00

Live Auction Item #2: “Weekend Forecast = 100% Chance of Wine”

Description: Assorted case of 12 bottles of wine provided by [LOCAL BUSINESS NAME].

Starting bid: \$50.00

Winning amount: \$350.00

Live Auction Item #3: “LaBEERatory Experience”

Description: Beer brewing lesson & brewing kit for 5 people with Dr. [DONOR’S NAME] who brews his own beer!

Starting bid: \$75.00

Winning amount: \$400.00

Live Auction Item #4: “Skate with [DONOR’S NAME]”

Description: Ice skating lessons and a pizza dinner for 5 people with Dr. [DONOR’S NAME].

Skate rentals included.

Starting bid: \$75.00

Winning amount: \$500.00

Live Auction Item #5: “Week-Long Stay at [DONOR’S NAME] BnB”

Description: One week-long stay at a cabin on [LAKE NAME] lake for 8+ people.

Starting bid: \$100.00

Winning amount: \$2,200.00

Appendix E: Gala donor thank you note template.

Dear [DONOR NAME],

On behalf of the Lighthouse managers, I would like to extend our gratitude for your contribution of [MONETARY AMOUNT OR ITEM DONATED] to the Lighthouse Free Medical Clinic 2023 Annual Winter Gala.

Over the coming year, Lighthouse will be able to serve over 400 Buffalo residents, and we truly appreciate your commitment to helping us make Buffalo, NY a healthier community. Our mission would not be possible without support like yours, and we cannot thank you enough for all that you have done.

The Lighthouse Free Medical Clinic is a 501(c)(3) organization. Your contribution is tax deductible to the extent allowed by the law. No goods or services were provided in exchange for your generous donation.

Respectfully,

[NAME OF CLINIC MANAGER SENDING NOTE]