

Guidelines for Hosting a Third Party Fundraising Event

Thank you for your interest in raising funds for the Vernon Jubilee Hospital Foundation (VJHF). In order to ensure that VJHF's reputation is maintained and to assist you in holding a successful event, we ask that you review our Guidelines and complete the attached event application form.

VJHF can:

- offer event planning advice
 - provide a letter of support for your event
 - assist in determining health care needs in the Interior Health, North Okanagan service area
 - issue income tax receipts to donors meeting Canadian Revenue Agency regulations
1. An application must be completed and submitted to the Foundation office no less than 4 weeks prior to the event.
 2. Written permission must be given in order to use VJHF name and or logo.
 3. Expenses should not be in excess of 50% of total revenue.
 4. Prior to use, all advertising/promotional materials must be approved by VJHF.
 5. VJHF will not incur any costs associated with a third party event without prearranged written approval.
 6. Your event name must be followed by *In Support of Vernon Jubilee Hospital Foundation* or *Proceeds to Vernon Jubilee Hospital Foundation* on all promotional materials.
 7. Vernon Jubilee Hospital Foundation does not provide mailing lists for any third party events. However event information may be included in mailings, newsletters or on the VJHF website.
 8. Raffles, tag days and other activities may require licensing from the BC Gaming Policy and Enforcement Branch, Ministry of Public Safety and Solicitor General. For more information visit www.pssg.gov.bc.ca/gaming/licences/index.htm
 9. Net proceeds of the event will be presented to VJHF in a timely manner following the event unless pre-agreed.

THIRD PARTY EVENT APPLICATION

Contact Information:

Date: _____

Primary Contact: _____ Title (if applicable) _____

Telephone: _____ E-Mail: _____

Secondary Contact: _____ Title (if applicable) _____

Telephone: _____ E-Mail: _____

Event Name: _____ Event Date: _____

Event Location: _____

Organization (if applicable): _____

1. Please provide a brief description of the fundraising event: _____

2. What is involved in your event? Please check off any that apply.

- | | | |
|--|--|----------------------------------|
| <input type="checkbox"/> Ticket Sales | <input type="checkbox"/> Donations | <input type="checkbox"/> Pledges |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Sponsorships | <input type="checkbox"/> Raffle |
| <input type="checkbox"/> Sale of Goods | <input type="checkbox"/> Other (specify) _____ | |

3. What amount of the proceeds will be donated to VJHF?

- All proceeds (no expenses to deduct from amount raised)?
- Net proceeds (all proceeds less expenses)
- Partial (set amount, i.e. \$5.00 per sale) – amount: _____
- Proceeds shared with another beneficiary - % _____ for VJHF.

Please list all other beneficiaries:

4. Will VJHF be required to issue tax receipts for income tax purposes? Yes No

(If yes, please forward clearly printed donors' names and complete addresses and the amount of their donations. VJHF will only receipt donations of \$20 or more.)

5. Please provide information about the projected income. Fundraising Goal: _____

Estimate of gross income: _____ Estimated costs: _____

6. How will you promote the event? _____

7. Which are involved in your event? Please check off any that apply.

- | | | | | | |
|--------------------------|----------------|--------------------------|----------------|--------------------------|-----------|
| <input type="checkbox"/> | Posters/fliers | <input type="checkbox"/> | Pledge forms | <input type="checkbox"/> | Brochures |
| <input type="checkbox"/> | Media Releases | <input type="checkbox"/> | Advertisements | <input type="checkbox"/> | Displays |

8. Do you wish to use the Vernon Jubilee Hospital Foundation Logo? Yes No
(If yes, please note that all print materials featuring VJHF's name or logo must be reviewed and approved by the Foundation before publication).

9. Please indicate the kind of support you may require from VJHF:

- | | | | |
|--------------------------|--|--------------------------|----------------|
| <input type="checkbox"/> | VJHF Logo | <input type="checkbox"/> | VJHF Brochures |
| <input type="checkbox"/> | Post event information within Vernon Jubilee Hospital | | |
| <input type="checkbox"/> | Include event information within VJHF mailings, newsletters or website | | |
| <input type="checkbox"/> | A VJHF representative in attendance – Where/when _____ | | |

Other (please specify:) _____

By signing below, I agree to abide by the all Vernon Jubilee Hospital Foundation Guidelines for Third Party Fundraising Events and to accept requirements for receipting donations for income tax purposes.

Event organizer signature: _____ Date: _____

Print Name: _____ Organization: _____

Guidelines

- All donations of \$20.00 or more will be receipted for income tax purposes, if required.
- An individual or corporation cannot be receipted for a donation which they have not made. (ie. money that is raised at a community BBQ)
- If you require donation receipts be issued to your participants, we ask that you include the following statement on your print material. *"Vernon Jubilee Hospital Foundation will issue income tax receipts for all donations of \$20 or more."*
- Donor information must be legible and include Name, complete address (including postal code), and the amount of the donation.
- After the event and in a timely manner, VJHF requires a complete listing of all donations (including detailed contact information), and the proceeds from the event. The amount of money given to VJHF must be equal to or exceed the total value of the receipted donations you have requested.
- If you are holding an event (i.e. golf tournament, dinner, etc) where a portion of the admission price cover expenses and a portion of the ticket price is charitable, please speak to a VJHF representative to determine the value of the charitable donation (as per Canada Revenue Agency regulations).
- It is illegal to issue income tax receipts for the donation of services.
- No receipts are issued for games of chance (i.e. raffles, etc), or purchased items (i.e. auction items).
- In-kind donations (goods) can be issued income tax receipts in the amount equal to fair market value of the property received. Before processing in-kind donations, the Foundation requires a written invoice with date and description of the in-kind donations. All donations of items with values of \$1000 or more must include independent appraisals before receipts are issued.

For detailed information about receipting donations please contact staff in the Foundation office:

Vernon Jubilee Hospital Foundation
2101 32 Street, Vernon, BC V1T 5L2
Telephone: 250-558-1362
Fax: 250-558-4133
E-Mail: info@vjhfoundation.org
Website: www.vjhfoundation.org