



## THIRD-PARTY FUNDRAISING EVENT GUIDELINES

Thank you much for your interest in organizing an event in support of Hospice Orillia, a program of North Simcoe Muskoka Hospice Palliative Care Network!

Third-party events are fundraisers held on behalf of Hospice Orillia but organized and run independently. We are grateful to the businesses, service clubs, organizations and families that donate the proceeds of these events to us.

Third-party events help to not only generate revenue for Hospice Orillia but also to raise public awareness of the role that Hospice Orillia plays in providing practical, emotional and spiritual support to those in our community coping with advanced illness, death and bereavement.

Events organized and held independently by third-party organizers are always welcome and very much appreciated, however there are government guidelines and Hospice Orillia policies that must be followed:

- When promoting your event, avoid any statement or the appearance of Hospice Orillia endorsing any product, firm, organization, service, individual or their views.
- Hospice Orillia is happy to help promote any and all third-party events held on our behalf, if requested. This could include mentions in our monthly newsletters, on our website, and via our social media channels.
- If required, Hospice Orillia can provide printed information materials about our programs and services if you wish to have them available at your event. Please let us know the quantities needed.
- We would be pleased to send you the Hospice Orillia logo for use in your advertising materials, but please allow us to review them before you go to print/production.
- Should you require a letter from Hospice Orillia to accompany a request you may be making to your sponsors, please let us know.
- Third-party event organizers are responsible for obtaining event insurance, all permits/licences (eg. for raffles, 50/50 draws) and liquor permits.
- We do not normally provide Hospice Orillia staff or volunteers for third-party events, however, if you would like to put in a request, please give us at least 30 days' notice. We do our very best to accommodate requests, however, it is not guaranteed as there are guidelines that must be followed when sending staff or volunteers to events.
- We would be pleased to participate in a cheque presentation event once your proceeds are received.

### ***Financial information:***

- Hospice Orillia is not financially liable for the promotion and/or staging of third-party events.
- Any group or individual that is donating a portion of their net proceeds rather than the full amount, must state exactly how much, either in a percentage or a specific dollar amount on all promotional materials.
- The sponsoring group or individual must handle all monetary transactions for your event.
- The preferred method of payment to Hospice Orillia is a cheque or money order (payable to Hospice Orillia).



CRA guidelines and Hospice Orillia policies prevent us from: offering funding or reimbursement for any event expenses; signing vendor contracts; solicit for cash or in-kind donation and due to confidentiality restrictions, from sharing or using any Hospice Orillia client/resident, donor, volunteer, or other lists.

I/we understand and agree to the following:

- The project must be legal and ethical (i.e. the public's perception of the activity must not be injurious to Hospice Orillia).
- Hospice Orillia will not assume any legal or financial liability associated with the event.
- Designation of the funds received is determined by Baby's Breath.
- Hospice Orillia must give approval to all promotional materials and advertising copy prior to publication and distribution in order to be satisfied with the manner in which Hospice Orillia's name and logo will be used. Disclosure of the portion of funds allocated to Hospice Orillia must be clear.
- The project must meet criteria set by the appropriate municipal/provincial government(s) if such criteria exist.
- Hospice Orillia is not responsible for any accidents or damages to persons or properties that may occur during the course of this event. The event organizers are responsible for arranging that suitable insurance is in place prior to staging this event.
- Organizer will provide insurance certificates upon request by Hospice Orillia.
- Tax receipts will be issued according to Canada Revenue Agency and organizational guidelines.
- Funds must be submitted to Hospice Orillia no later than 30 days after the event.

I/we acknowledge the receipt of Hospice Orillia's terms and conditions for third party events and agree to comply with all provisions in organizing and holding our fundraising event. Should you have any questions or concerns please call Amanda Tevelde, Communications and Fundraising Coordinator at (705) 325-0505 ext 107.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature Event Organizer

Please return completed forms to:  
Hospice Orillia, 169 Front St. S, Orillia, ON. L3V 4S8



## Event Registration Form

1. Name of organizer(s): \_\_\_\_\_  
\_\_\_\_\_
2. Company (if corporate event): \_\_\_\_\_
3. Address: \_\_\_\_\_
4. City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_
5. Phone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_
6. Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

## Tell Us About Your Event

7. Event Name: \_\_\_\_\_
8. Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_
10. Event Location: \_\_\_\_\_
11. How will you raise money (ticket sale, raffle, donations, admission fees, etc.)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. How will you promote the event (posters, flyers, radio, social media, newspaper, etc.)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. How much money do you hope to raise (please give best estimate)? \_\_\_\_\_
14. What percentage of the money will go to Hospice Orillia? \_\_\_\_\_
15. What can Hospice Orillia do to support your event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_