



### **THIRD-PARTY FUNDRAISING EVENT GUIDELINES**

Thank you much for your interest in organizing an event in support of Hospice Orillia!

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 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.
- 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.

For more information, please contact Mandi May, Communications & Fundraising Coordinator at 705-325-0505 ext. 107 or [mandi@hospiceorillia.ca](mailto:mandi@hospiceorillia.ca)