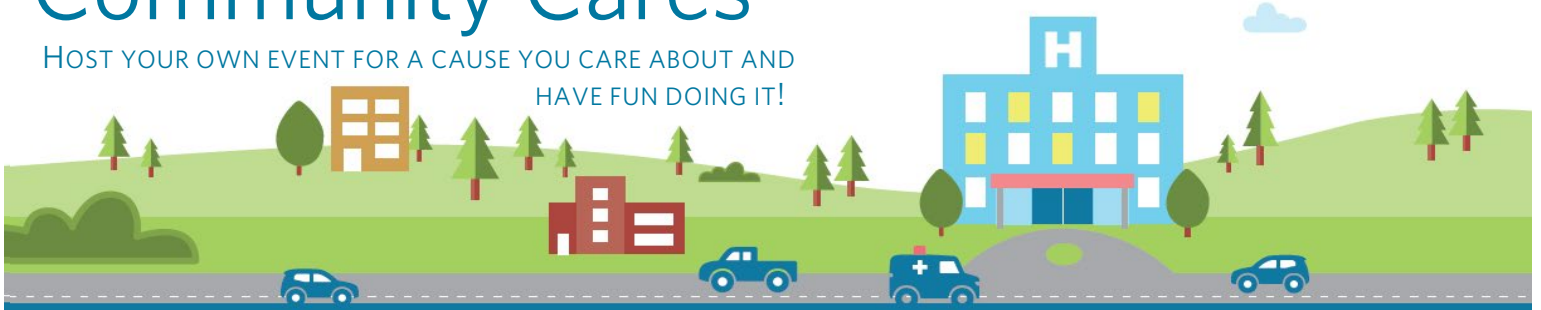


Community Cares

HOST YOUR OWN EVENT FOR A CAUSE YOU CARE ABOUT AND
HAVE FUN DOING IT!



EVENT GUIDELINES & FREQUENTLY ASKED QUESTIONS

We are grateful for you and other caring individuals, groups and businesses for your creative ways to raise funds for Huntsville Hospital Foundation (HHF). By doing this you are part of [Community Cares](#). The funds raised through your fundraising or events will help fund equipment and technology that form the basis of world class patient care at Huntsville Hospital.

HOW WE CAN HELP!

The Huntsville Hospital Foundation **CAN** provide the following assistance:

- Provide you with access to a customizable personal [JUSTGIVING](#) fundraising page for peer to peer or crowdfunding. For fundraising events, [TRELIS](#) can provide an event fundraising page to assist with collecting donations or selling tickets.
- Help promote your event through HHF website, social media channels and internal hospital communication channels where and when appropriate.
- Provide an official endorsement letter which you can share with potential sponsors or donors to validate the authenticity of your fundraising.
- Provide an HHF logo which you can use on approved event materials.
- Provide details on how your event will support great care at Huntsville Hospital.
- Provide advice on event planning, best practices, and budgeting upon request.
- Provide Charitable Donation Receipts in accordance with HHF guidelines and the [Canada Revenue Agency \(CRA\) legislation](#).

The Huntsville Hospital Foundation regrets that we are not able to:

- Manage or maintain your event budget.
- Provide access to mailing or email lists of HHF donors.
- Guarantee attendance of HHF or hospital representatives at the fundraiser or event.
- Solicit for sponsorship, prizes, auction items or awards.
- Sell your event tickets.
- Assume any legal or financial liability associated with the event.
- Due to limited staff resources and availability, we regret HHF cannot be a member of your planning committee.

Your health and safety and the health and safety of your family, friends and neighbours are vital. During the pandemic, we encourage everyone to follow public health recommendations and government regulations before organizing a fundraiser. Please comply with the restrictions in your area and only fundraise in a way that respects COVID-19 safety protocols including physical distancing, gathering limits, masking and hand hygiene.

What inspires you? Call or visit the Huntsville Hospital Foundation and share your inspiration with a deserving community.

Visit huntsvillehospitalfoundation.ca or call 705-789-4756.



Additional Notes:

- All sporting events require participants sign waiver forms, waiving any physical, personal or financial liability.
- HHF requires final approval for all event materials containing our logo or when referencing HHF prior to any printing and or distribution
- We request that event proceeds are sent to HHF within 30 days of the event
- For charitable donation receipts to be issued if eligible, the required information must be received in the preferred formation (donor full name, address, phone number, email and donation amount) within 30 days of the event
- Fundraisers are responsible for ensuring adequate insurance, if applicable, for the event; HHF will not assume any legal or financial liability
- Organizers must provide proof that licenses and or insurance, if applicable, has been established prior to the event

FREQUENTLY ASKED QUESTIONS:

1. **What is a third-party community fundraiser?** A third-party fundraiser is a fundraiser initiative organized and executed by an individual, group or organization in the community who wishes to raise money on behalf of Huntsville Hospital Foundation.
2. **How do I get my friends and family to join my fundraising cause?** Once your fundraiser is approved, you can easily set up **JustGiving** fundraising page and your peers can donate online to the cause of your choice. The donations are directly deposited to HHF, and the donors receive an instant tax receipt. For Example, It's your birthday and you want to raise \$1000 for Huntsville Hospital Foundation. Your friends click the link and donate online with credit card. They can leave messages, be anonymous, or show their donation amount or not on your page. You can easily share the page link with your friends on social media or by email or text. You can set a goal and give it a time limit.
3. **How do I fundraise and sell tickets for my event?** With **Trellis** you can set up a personalized fundraising event page where you can collect donations and sell tickets to your fundraising event. You would collect all of the funds, and manage the event expenses. After your event you would send a donation cheque to Huntsville Hospital Foundation. The Charitable Donation Receipt is being issued to the person who made the donation OR where the person issuing the cumulative cheque to HHF has acted as a donation collector and has provided a complete and legible Tax Receipt Log of participants, including first and last name, address, telephone number, email and donation amount along with the donation cheque. Please make cheques payable to **Huntsville Hospital Foundation** or e-transfer hhfoundation@mahc.ca. We request that funds are received within 30 days of the fundraiser taking place to ensure proper stewardship of your supporters
4. **What if I'm not techy and don't want to manage a website?** You can sell tickets for your event and collect cash, cover your expenses and give the remaining cash to Huntsville Hospital Foundation.
5. **Who pays the expenses for my event?** Each event is unique and expenses can be discussed with your HHF representative during the application & event approval process.
6. **Do I need a permit for my event:** If there is alcohol being served at your event you will require a Special Occasions Permit from the [LCBO](#).

7. **Can you mail or email information about my fundraiser to HHF donors?** HHF cannot email or mail information to donors. However, we would be happy to promote your event on our social media channels, and the events section of our website. All additional promotion is up to the organizers.
8. **Can you help me find sponsors for my event?** We are unable to approach corporations or individuals on your behalf.
9. **I would like an HHF representative to attend my event. How do I make that request?** Due to current demand on staff resources, attendance of HHF representatives cannot be guaranteed. All requests for HHF guests or speakers must flow through HHF. Please send a written request a least 6 weeks in advance of your event to: trish.kruusmagi@mahc.ca
10. **Can I offer Charitable Donation Receipts for my event?**
 - HHF follows [Canada Revenue Agency \(CRA\) rules and regulations](#)
 - With approval, the eligible amount of the donation is \$10.00 or greater, and cannot include the value of any benefit received by the participant at the event i.e. goodie bag, prizes, food & beverage, etc.
 - The Charitable Donation Receipt is being issued to the person who made the donation OR where the person issuing the cumulative cheque to HHF has acted as a donation collector and has provided a complete and legible Tax Receipt Log of participants, including first and last name, address, telephone number, email and donation amount along with the donation cheque.
11. **How do I get a Charitable Donation Receipt for my sponsors?** Sponsors are not (typically) eligible for charitable donation receipts, as the sponsor receives advertising, marketing or promotional value and therefore the payment is not a gift. Instead, sponsors can receive a business acknowledgement letter for the value of their sponsorship, which can be used to support business expenses. If the sponsors makes a donation and receives no recognition, advertising, or marketing they are eligible for a charitable tax receipt in accordance to [CRA regulations](#).

For other questions or concerns please contact Huntsville Hospital Foundation.
Trish Kruusmagi - Development Officer, Events & Community Engagement
trish.kruusmagi@mahc.ca 705-789-2311 ext. 2493

HHF Community Cares Fundraiser Application

Thank you very much for reaching out and generously offering to support Huntsville Hospital Foundation through your fundraising initiative. Your efforts will help fund the lifesaving equipment and technology your hospital's healthcare professionals need to provide world-class care to patients from across our region.

We realize that organizing and planning a fundraiser can be a huge undertaking. Let us know what you're up to, and we'll let you know what we can do to help!

Contacts Name _____

Organization _____

Email _____ Telephone No. _____

Name of Fundraiser _____ Event Date _____

Please share details of your fundraiser:

Target Audience: _____ Fund-Raising Goal: _____

Briefly describe how the funds will be raised:

Signature

Date

Register your fundraiser with us by completing the form and returning to trish.kruusmagi@mahc.ca

Huntsville Hospital Foundation 4-100 Frank Miller Dr. Huntsville, ON P1H 1H7

Tel: (705) 789-4756 Fax: (705) 789-GIVE (4483) Email: hhfoundation@mahc.ca www.huntsvillehospitalfoundation.ca

Charitable Registration Number: 88932 6278 RR0001

For Foundation Use Only: Date Approved _____ Approved: by: _____ Signature _____

