



### **THIRD PARTY FUNDRAISING**

Saskatoon City Hospital Foundation (SCHF) welcomes events that designate proceeds to Saskatoon City Hospital (SCH). You can host your event confidently knowing that your efforts will make a difference in medical technology, research, education and patient care at SCH. Continue reading to learn how you can host an event supporting Saskatoon City Hospital Foundation. To discuss further, please contact the Foundation office at 306-655-8415 or by email: [kendra.parfitt@SCHFgo.com](mailto:kendra.parfitt@SCHFgo.com)

### **HOST AN EVENT FOR SASKATOON CITY HOSPITAL FOUNDATION**

Thank you for considering Saskatoon City Hospital Foundation as a beneficiary of your fundraising event. We appreciate your efforts to help create excellence in health care by raising funds to support initiatives and equipment with the greatest impact. Thanks to you, the Foundation can respond to new opportunities as they arise, advance clinical care and therapies, and help patients recover so they return home sooner. Investments are made in careful consultation with the Saskatchewan Health Authority to ensure optimum impact on medical care in the hospital.

Saskatoon City Hospital is a primary centre for ambulatory care. Each year, there are more than 195,000 patient visits at SCH. Ninety five per cent go home the same day. This includes outpatient procedures, scoping procedures and eye care procedures as well as day surgeries, emergency department visits, medical imaging visits and inpatient stays.

Many specialized clinics and services housed within SCH serve not only Saskatoon and surrounding communities but also the entire province. Saskatoon City Hospital houses the Eye Care Centre, Women's Health Centre, Gynecology, Breast Health Centre, Endoscopy, Ambulatory Care, Rehabilitation Services, MS Clinic and the Sleep Disorder Centre. SCH is also home to the Cameco MS Neuroscience Research Centre.

Hosting an event is a wonderful way to raise funds to make a positive difference for patients and their families at SCH. The Foundation recognizes that event planning and hosting can be time-consuming so continue reading our suggestions offered as a guide to ensure you and your team have fun organizing your event!

Remember, no donation is too small: every donation makes a difference.

### TIPS TO PLAN A SUCCESSFUL THIRD PARTY EVENT

1. Register Your Event: Please fill out the Event Hosting Application Form and submit it to Saskatoon City Hospital Foundation. [kendra.parfitt@SCHFgo.com](mailto:kendra.parfitt@SCHFgo.com)
2. Event Hosting Guidelines: Thoroughly review the SCHF Event Hosting Guidelines and check the box on the application indicating you have done so.
3. Form a Planning Committee: Your committee members need to share the work and represent a variety of skills.
4. Establish Goals/Create a Budget: Identify expected income and what your net will be after expenses.
5. Schedule the Event: Check to make sure there isn't a similar event being held at the same time.
6. Develop a Task List: Divide tasks among your committee and prepare a checklist of what needs to be done leading up to the day of the event.
7. Enlist the Foundation's Help: After you've filled out the Event Hosting Application Form and Agreement and received SCHF approval, the Foundation will be happy to offer support to your successful event in the following ways: Guidance and input; web site and social media promotion; volunteer assistance; guest speakers or staff to attend if required; use of Foundation logo (this helps show you're raising funds in support of the Foundation. NOTE: All printed materials using the logo must be reviewed by SCHF prior to publication and distribution).
8. Promotion and Publicity: SCH Foundation may advertise your event on our web site, in social media, at the hospital and to Saskatchewan Health Authority employees (Providing a logo, photos, posters and other materials will help, too.)
9. Other promotional ideas: Word of mouth; local media; community-based web sites; flyers; school and community groups; your event's social media; and public bulletin boards.
10. Wrap it up: Your successful event is over and it's time to collect funds, and thank your participants and volunteers. The Foundation asks that all funds be forwarded within 30 days following the event. Please allow 4-6 weeks from the date of funds received for tax receipts to be issued (refer to Event Hosting Guidelines - Receipting).

Remember to thank and acknowledge your supporters and they'll be back next year!

**Have fun!**

## FREQUENTLY ASKED QUESTIONS ABOUT EVENT HOSTING

**Q: Can you mail our event information to your donors?**

A: SCH Foundation can advertise your event internally at SCH with posters and e-news, as well as on our website, but cannot mail to donors.

**Q: Can you find sponsors for our event?**

A: SCH Foundation can work with you to help you brainstorm appropriate sponsors for your event, but does not approach corporations or other potential sponsors for you.

**Q: Can you promote our event for us?**

A: SCH Foundation may advertise your event internally at SCH with posters and e-news, as well as on our web site and social media pages.

**Q: Can you get media to come to our event? Can you put out a press release on our behalf?**

A: SCH Foundation can advertise your event inside the hospital to staff, volunteers, patients and their families only.

**Q: Can we use your logo on our event materials?**

A: Once your event is approved, the Foundation will provide you with its logo, and once you have a draft of your print materials with the logo on them, the Foundation will review for approval.

**Q: Is SCH Foundation able to pay for my event expenses?**

A: SCH Foundation does not provide upfront payments to cover event expenses.

**Q: What if I don't raise as much money as I stated on the Event Hosting Application Form. Am I expected to pay the difference?**

A: The Foundation is always grateful for people raising awareness of its efforts! Please remember, no donation is too small -- every donation makes a difference!

**Q: Can I issue tax receipts for my event?**

A: SCH Foundation is a registered charity in Canada and is committed to following all rules and regulations regarding tax receipting set out by the Canada Revenue Agency (CRA). Please review Charitable Tax Receipt information listed as point #7 under the Event Hosting Guidelines.



## EVENT HOSTING GUIDELINES

Event Hosting is a fundraising initiative directed and managed by individuals or groups in the community where some or all event proceeds are donated to Saskatoon City Hospital Foundation (SCHF).

The purpose of Event Hosting Guidelines is to ensure all events undertaken in support of SCHF are successful, positive experiences that reflect well on event organizers, SCHF and SCH.

In order to ensure that all Event Hosting events have a positive impact for our patients, their families and the medical team at SCH, SCHF requires organizers to follow the following guidelines:

### GUIDELINES:

1. SCHF reserves the right to deny any application for a special event/fundraising program that does not present, in the Foundation's view, a positive image for the Foundation.
2. SCHF logo must not be used without prior review and consent by a representative of the Foundation for signs, publications, social media, etc. for which the logos will be used.
3. In view of its limited staff and volunteer resources relative to the number of fundraising events in a typical year, participation by Foundation staff and volunteers should be minimal and should not be a critical element in the success of any third party event.
4. While Foundation staff will be pleased to have information available regarding the event, including where and how to acquire tickets, it's unable to actively participate in the sale of tickets.
5. SCHF will not provide "seed money" or otherwise invest donor funds for Event Hosting events.
6. The Foundation is not liable for any injuries sustained by event volunteers or participants related to an event benefiting SCH Foundation and cannot assume any type of liability for the event.
7. Charitable Tax Receipts: Official tax receipts may be issued by SCHF for donations of \$10.00 or more and in accordance with Canada Revenue Agency guidelines, which addresses issues such as "advantage" received as part of the ticket price. The event organizer is responsible for providing participant names, addresses, contact information and donation amounts (net of "advantage" received) in a clear and legible manner to ensure accurate receipts are sent from the Foundation office. We would be happy to provide you with further information on this. Event information must be received within 30 days of the event.
  - SCHF cannot issue a charitable donation receipt for items purchased at an auction or for purchasing tickets for a draw prize. For more information on charitable receipting processes, please visit the Canadian Revenue Agency website at [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)
8. All cheques are to be made payable to Saskatoon City Hospital Foundation and include the event name in the cheque memo.

For more information, contact:

Saskatoon City Hospital Foundation, 701 Queen St. Saskatoon, SK S7K 0M7  
Phone: (306) 655-8415 / Email: [kendra.parfitt@SCHFgo.com](mailto:kendra.parfitt@SCHFgo.com)



**EVENT HOSTING APPLICATION FORM**

To Benefit:

**Saskatoon City Hospital Foundation Inc. – (Charitable Business # 119140739 RR0001)**

If you or your organization wishes to host an event to benefit Saskatoon City Hospital Foundation, please submit the completed application form with any attachments to:

Saskatoon City Hospital Foundation, 701 Queen Street, Saskatoon, SK S7K 0M7.  
Phone 655-8415 Fax 655-8245 email [kendra.parfitt@SCHFgo.com](mailto:kendra.parfitt@SCHFgo.com)

**CONTACT INFORMATION:**

Name / Organization

---

Contact Person

---

Address

---

City & Province

Postal Code

---

Business Phone

Home Phone

Cell

---

Email Address

Fax

Can the Foundation use the above contact information on our website so people can contact you?

Yes No

Please select the category that best describes you or your organization:

Individual Community Corporate School Service Club

Employee Group Other: (please specify)

**EVENT INFORMATION:**

Event Name

---

Event Date(s) & Time

---

Event Location

---

Is there an event website? Yes No (If yes, please specify)

---

Will you be using other social media to promote this event? Yes No (If yes, please specify)



Is this a first time event? Yes No (If no, please specify other event dates and amounts raised)

Please briefly describe your event (i.e. location, cost to participants, etc.)  
This information will be used to promote your event on our website.

**PUBLIC RELATIONS INFORMATION:**

Will you be working with an advertising agent to promote your event? Yes No (If yes, please specify)

Will materials, such as flyers and posters be printed to promote the event or campaign?  
Yes No If yes, please indicate the extent of distribution and dates of release.

Do you intend to use the name and/or logo of Saskatoon City Hospital Foundation in your printed materials? Yes No If yes, please indicate when you would need a camera-ready logo.

**(NOTE: All Printed materials must be reviewed and approved by Saskatoon City Hospital Foundation.)**

**FINANCIAL INFORMATION:**

Estimated gross revenue	\$
Estimated expenses	\$
Estimated net proceeds to SCH Foundation	\$
Anticipated date that SCH Foundation will receive donation	(mm/dd/yy)

I have read and will comply with the SCHF Event Hosting Guidelines Yes No

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

All fundraising activities to benefit Saskatoon City Hospital are coordinated by Saskatoon City Hospital Foundation. If you have any questions concerning this application, please contact SCH Foundation at (306) 655-8415. THANK YOU for supporting Saskatoon City Hospital Foundation



## SASKATOON CITY HOSPITAL FOUNDATION EVENT HOSTING AGREEMENT

The SPONSORING ORGANIZATION or INDIVIDUAL agrees:

- A. To submit all copies for advertisements, point of purchase materials and other project-related promotional materials to Saskatoon City Hospital Foundation office and to obtain the Foundation's written permission before production or use. The Foundation expressly reserves the right to final approval on all Saskatoon City Hospital Foundation promotional materials.
- B. To use only the authorized name and logo of Saskatoon City Hospital Foundation in all media and printed materials relating to the special project/promotional campaign/event; and strictly according to the SCHF Logo Brand Standards Guide.
- C. To underwrite all costs of the special project/promotional campaign/event or to secure such underwriting. No costs shall be incurred by Saskatoon City Hospital Foundation unless otherwise agreed in writing prior to the special project/promotional campaign/event.
- D. To provide names of prospective sponsors to Saskatoon City Hospital Foundation for review prior to contacting them for support. Saskatoon City Hospital Foundation agrees to provide the sponsoring organization with recognition corresponding to the level of giving as set forth in the Donor Recognition Policy.
- E. To handle all monetary transactions for the special project/promotional campaign/event and to present the net proceeds to Saskatoon City Hospital Foundation within 30 days of the special project/promotional campaign/event.
- F. To provide all staffing and volunteers for the special project/promotional campaign/event unless otherwise agreed in writing.
- G. To use its own mailing list for the special project/promotional campaign/event unless otherwise agreed in writing.

I have read this authorization and waiver and fully understand it and all its provisions and obligations. By signing below, I indicate my agreement and understanding.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Contact

\_\_\_\_\_  
Print name of Contact

For Office Use Only:  
Date Application Received \_\_\_\_\_

Approved:    Yes No    SCHF Staff Signature \_\_\_\_\_