

Royal Inland Hospital Foundation

Community Fundraising

Event Guide



About Us

ENHANCED HEALTHCARE, HEALTHY COMMUNITIES

The Royal Inland Hospital Foundation is committed to inspiring donors and building meaningful relationships to support Royal Inland Hospital and our community's healthcare needs, both now and in the future.

- We are committed to community
- We demonstrate effective stewardship
- We are focused on impact
- We connect deeply
- We care about people

OUR HOSPITAL. OUR REGION.

Located in Kamloops BC, the Royal Inland Hospital (RIH) is the tertiary referral hospital for those living in the Thompson Cariboo Shuswap (TCS) Health Service Area, Interior Health Region. RIH covers the largest geographical area in the Interior Health Region, serving an estimated population of 250,000 people. It is also located on traditional Secwépemc Territory, home to 41 First Nations communities and five chartered Métis communities. Our region encompasses eight acute care sites and seven small community hospitals. They provide local care. However, when you require specialized care, you turn to RIH. As a hub for the Interior, located at the intersection of two major highways and rivers in the midst of a recreational adventure playground – a significant number of residents and visitors alike are treated at RIH annually.



Your Impact

Hosting a community event is a powerful way to give back. Every dollar raised helps the Royal Inland Hospital Foundation fund life-saving equipment, enhance patient care, and support healthcare teams. Whether it's a small or large-scale fundraiser, your efforts bring real impact to patients and families across our region. Together, we can make a difference, one event at a time.



CHOOSING YOUR EVENT

Your hobbies, interests, and everyday moments can become impactful ways to support local healthcare. Whether it's organizing a backyard BBQ, hosting a trivia night, or celebrating a special occasion, turning what you love into a fundraising event is a meaningful way to give back. By rallying your friends, family, or colleagues around a cause that matters, you're helping ensure that Royal Inland Hospital can continue to provide exceptional care to patients and families across Kamloops and the Thompson Cariboo Shuswap region.



Some ideas for fundraising events include:

- Fundraising Dinner
- Walk/Run/Bike/Dance
- Pub Night
- Raffle or Auction
- Car Wash
- Sports Tournament or Event
- BBQ or Bake Sale
- Trivia or Game Night
- Bottle Drive

EVERY FUNDRAISER HELPS IMPROVE CARE RIGHT HERE AT HOME.



Event Planning Checklist

Planning an event can be a rewarding way to support Royal Inland Hospital Foundation but we always suggest to start planning as early as possible. For example, a full-scale golf tournament can take nine months or more to organize.

From start to finish, this checklist will help you bring your event to life.



Step 1: Plan Your Event

Set Your Goal: Decide how much you want to raise and outline your budget.

Choose Your Event: Pick a fundraising activity that suits your group

Select a Date and Location: Pick a date, time, and place that work for your audience and activity.

Get Approval: Contact RIH Foundation with your filled out Community Event Application.

Once your event has been approved...



Step 2: Organize the Details

Create a Timeline: Set deadlines for tasks like sending invitations, gathering supplies, and promoting your event.

Form a Volunteer Team: Ask friends, family, or colleagues to assist with setup, cleanup, and other event related tasks.



Step 3: Promote Your Event

Spread the Word: Send personal invitations, share your event on social media, through email, on online event calendars (Tourism Kamloops, Facebook Events) and in community spaces (posters at local stores). Don't forget to tag us so we can share it too!

Involve Local Media: Reach out to radio stations or blogs to share your story and event details. (e.g., CFJC TV MIDDAY, B-100 Today's Hit Music, Radio NL 610 AM, Castanet, etc.)

NOTE: *Once your event has been approved, we will share the RIH Foundation logo with you for promotion.*

NOTE: *All event promotion must be approved by the RIH Foundation.*



Event Planning Checklist

Continued...



Step 4: Run Your Event

Prepare Ahead: Make sure you have enough volunteers secured in advance to support setup and help the event run smoothly from start to finish.

Welcome Guests: Don't forget to share the purpose of your event and how it's supporting the RIH Foundation.

Track Donations & Donor Names: Have a clear system for tracking donations with donor names and contact information for cash and online donations. Be sure to ask your contact at the RIH Foundation about best practices for collecting donations.

Take Photos & Enjoy the Moment: Photos are a great way to capture the energy of your event and can be shared in thank you messages or on social media. Most importantly, don't forget to enjoy yourself and take pride in what you've accomplished. This event came to life because of you!



Step 5: Wrap Up and Celebrate

Say Thank You: Send thank you messages or emails to donors, sponsors, participants, and volunteers.

Submit Your Funds: Deliver the proceeds to the RIH Foundation along with any donation details.

Share Your Success: Celebrate your success by sharing photos and highlights from your event on social media. The RIH Foundation will share these too!

NEED HELP?

Your contact at the RIH Foundation is here to support you every step of the way. Contact us for advice, resources, or to discuss your event idea.

DON'T HAVE A CONTACT?

Reach out to Macy MacDonald, Event Coordinator - macy.macdonald@interiorhealth.ca

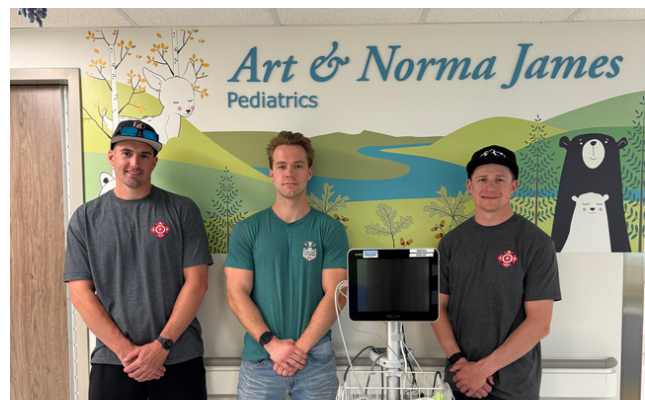


The RIH Foundation's Role in Your Community Event

At the RIH Foundation, we're proud to work alongside community members who turn their ideas into impact. No matter how you choose to support us, we're here to support you and provide the tools and guidance to help your event make a real difference.

WHAT WE CAN PROVIDE:

- Online fundraising page
- RIH Foundation logo
- Letter of support or sponsorship letter
- Key messaging
- Donation forms
- RIH Foundation branded pull-up banners
- Promotion of your event on social media and to hospital staff
- Cheque presentation photo upon completion of your fundraiser



Frequently Asked Questions

Can I designate where I would like my proceeds to go?

Yes, you can decide on a specific area of the hospital or a specific fund to direct your donation to, or you can ask an RIH Foundation representative what our highest priority needs are. Please confirm any designation prior to your event.

Will the RIH Foundation help cover event expenses?

The RIH Foundation is unable to accept financial responsibility or legal liability for your event. All event expenses, event insurance, and any permits or licenses are the responsibility of the event organizer, unless previously agreed upon with the Foundation.

Can my donors receive a tax receipt for donations to the RIH Foundation?

Yes, the RIH Foundation can issue tax receipts for donations of \$20 or more. To ensure tax receipts can be provided, please collect the following information using our Donation Form, available upon request:

- Full Name
- Mailing Address
- Contact Information (email and phone number)
- Amount Donated
- Type of Donation (cash or cheque)

NOTE: *All cheque donations must be made payable to Royal Inland Hospital Foundation.*

Will the RIH Foundation help promote the event?

Yes! The RIH Foundation is happy to share details of your event on Instagram and Facebook. Please tag the following accounts in your social media posts:

Instagram: @rihfound

Facebook: Royal Inland Hospital Foundation

Will the Foundation provide volunteers to help with our event?

Although we wish we could help and participate in all events that support our hospital, due to limited resources and staff, we cannot guarantee our attendance. However, we are happy to discuss the scope and needs of your event, and if we're able to help, we will!



Thank You!

Big or small, every event can help bring care closer to home. Every dollar raised helps fund life-saving equipment, enhance patient care, and support the incredible staff at Royal Inland Hospital.

By joining our community of passionate supporters, you're helping to shape a healthier future for the Thompson Cariboo Shuswap region.

Thank you for making a difference, one event at a time. You put the “fun” in fundraising!



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