



COMMUNITY FUNDRAISING EVENT APPLICATION

Thank you for your interest in supporting the Royal Inland Hospital Foundation! If you would like to plan a Community Fundraising Event to support the RIH Foundation, please complete and submit this form to:

Macy MacDonald, Event Coordinator
Email: macy.macdonald@interiorhealth.ca
Phone: 250-314-2325

CONTACT INFORMATION

First Name: _____ **Last Name:** _____

Business/Organization Name *(only list if your event is connected to a business/organization):* _____

If applicable, please select the category that best describes your business/organization

☐ Corporation ☐ School ☐ Community ☐ Service Club ☐ Other: _____

Email: _____

Phone (cell): _____ **Phone (business):** _____

Mailing Address: _____

City: _____ **Postal Code:** _____

The preferred mailing address listed above is for: ☐ My Home ☐ The business/organization

FUNDRAISING EVENT INFORMATION

Name of Event: _____

Date of Event: _____ **Time of Event:** _____

Location of Event: _____ **Expected Number of Participants:** _____

Frequency of Event: ☐ One-time ☐ Ongoing ☐ Annual

If ongoing, please provide time period: _____

Target Market: ☐ Family/Friends ☐ Members/Customers ☐ General Public ☐ Other: _____

FUNDRAISING INFORMATION

Will other organizations benefit from this event?

- ☐ NO ☐ YES, funds will also be donated to: _____

Will individual tax receipts be required? *(Please note, tax receipts can only be issued for donations of \$20 or more and cannot be issued if the purchaser is receiving something of equal or greater value in return)*

- ☐ NO ☐ YES

Briefly describe the event and how funds will be raised:

Source(s) of Revenue (check all that apply):

- | | | |
|---|--|--------------------------------------|
| ☐ Ticket Sales | ☐ Raffle | ☐ Sponsorship |
| ☐ Cash Donations | ☐ Live/Silent Auction | ☐ Pledges |
| ☐ Other: _____ | | |

NOTE: The RIH Foundation is happy to discuss the possibility of online ticket sales for events and/or raffles.

Proposed Budget:

Total Expected Revenue (e.g. donations, auction, ticket sales, pledges, etc.) \$ _____

Expenses (include advertising, food and beverage, rentals, etc.) \$ _____

Anticipated Net Proceeds Donated to RIH Foundation \$ _____

I would like to have event proceeds support:

- | | | |
|--|---|--|
| ☐ Cancer Services | ☐ Hybrid OR | ☐ Pediatrics |
| ☐ Cardiac Care | ☐ Mental Health Care | ☐ Priority Healthcare Needs |
| ☐ Retention & Recruitment | ☐ Other: _____ | |

EVENT PROMOTIONAL INFORMATION

Do you plan to use the Royal Inland Hospital Foundation's name or logo in your advertising and promotions?

- ☐ NO ☐ YES

NOTE: The RIH Foundation must approve ALL materials using the name or logo of the Foundation or RIH prior to release.

COMMUNITY FUNDRAISING EVENT POLICIES

Community Fundraising Events play an integral part in helping the Royal Inland Hospital Foundation achieve its mission of supporting Royal Inland Hospital and our community's healthcare needs, both now and in the future. To ensure all fundraising initiatives align with the RIH Foundation's values, standards, and charitable goals, we've created a set of policies to help organizers plan successful, meaningful events that reflect our shared commitment to exceptional care.

All event organizers must adhere to the following policies:

- All materials featuring the name and/or logo of the RIH Foundation must be approved by the Foundation prior to release. Unauthorized use is prohibited.
- Official tax receipts will only be provided in accordance with the [Canada Revenue Agency guidelines](#). The decision to issue an official tax receipt is at the discretion of the RIH Foundation.
 - a) Donors are only eligible for a tax receipt if they donate directly to the RIH Foundation (we can direct their donations to your fund).
 - b) Official tax receipts cannot be issued for event registration or ticket purchases, or purchasing raffle tickets, merchandise, auction items, sponsorships, or event proceeds.
- Event expenses cannot be paid from tax-receiptable donations. All donations needing a tax receipt must be received in full by the RIH Foundation.
- To reduce administrative costs, we ask that proceeds from your event be submitted in the form of one cheque (except for donations made directly to RIH Foundation).
- The RIH Foundation does not permit the promotion of content that is discriminatory, derogatory, or otherwise harmful in nature, and all communications must remain nonpartisan.
- The RIH Foundation reserves the right to withdraw the use of its name.

COMMUNITY EVENT AGREEMENT

I, _____, of _____ (business/organization), agree to:

- Portray a positive, credible public image on behalf of the Royal Inland Hospital Foundation (RIHF) while conducting all activities related to this event.
- Obtain authorization from the RIH Foundation for the use of its name and logo in all promotional materials related to this event prior to release.
- Cover all costs associated with the event.
- Obtain all necessary permits, licenses, or insurance.
- Handle all monetary transactions and present the proceeds to the RIH Foundation in a timely manner.
- Follow the RIH Foundation's receipting policies that adhere to the [Canada Revenue Agency](#).
- Submit donors' title, full name, address, phone number, and donation amount to the RIH Foundation to issue charitable tax receipts. Incomplete or illegible information will result in no receipt.
- Provide appropriate staffing and volunteers for the event.
- Use event organizers own mailing list for the event.
- Notify the RIH Foundation prior to event day of any changes or cancellations.

The Royal Inland Hospital Foundation agrees to:

- Not incur any cost or liability associated with this event.
- Reserve the right to withdraw the use of its name and logo in association with this event at any time.
- Recognize the event and donation in accordance with our donor recognition policies.
- Help promote the event on social media and other means as necessary.

Event Organizer Name (print)

Signature

Date

RIHF Representative Name (print)

Signature

Date