

## Third-Party Event Guidelines

We are thrilled that you are interested in supporting Huron Hospice by hosting a third-party event. Third-party events are special events created, managed, and run by various businesses, individuals, groups or service clubs in support of Huron Hospice. These events are initiated by an outside party, require minimal hospice staff involvement, and designate a portion of the funds raised to Huron Hospice.

By hosting a Third Party Event, you demonstrate your support for a worthy cause and help us raise funds needed to continue providing compassionate care, hope, and encouragement to residents of Huron County with a life-limiting progressive illness and their families.

Before you begin, please take a moment to review our Vision and Mission statements:

### Mission Statement

To provide quality hospice palliative care in our rural communities.

### Vision Statement

Huron Hospice will be a rural Centre of Excellence in Palliative Care.

### How Huron Hospice can help:

1. Offer event planning advice and expertise.
2. Approve the use of our name and logo.
3. Provide a letter acknowledging our support of your event.
4. Send an E-blast to our Volunteers with event details.
5. Post a flyer on our Volunteer and Staff bulletin boards.
6. Include announcements or ads on the Huron Hospice website, Facebook page and Twitter account.
7. Send a media advisory or Public Service Announcement to all “free” media.
8. Where appropriate, arrange for staff and or volunteers to attend the event or cheque presentation. We cannot guarantee that a staff member or volunteer will be available to attend your event; however, we will do our best to have someone attend when invited.

### What we cannot help with:

1. Funding or reimbursement for expenses.
2. Preparing and mailing thank you letters.
3. Providing staff members to organize and run the event.
4. Supporting events that are not in line with the mission, vision and integrity of Huron Hospice.
5. Purchasing tickets to the events.
6. Providing a list of corporate donors to solicit support/sponsorship/funds.

Huron Hospice requires events such as this to seek approval of all corporate/private donor

Serving Families in Huron

**Huron Hospice Residence**  
37857 Huron Rd.,  
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98 Shipley St.  
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sponsorship requests before requesting support/funds/sponsorship. Huron Hospice agrees not to withhold approval for requests that will benefit this event but wish to ensure that we are not jeopardizing our established corporate/private sponsorship relationship to our already existing events.

7. When approaching donors/sponsors or doing media interviews/advertising/promotion of the event, you must say that this is in support of Huron Hospice. The event cannot be named as “in association with Huron Hospice or in partnership with Huron Hospice” as the Manager Fund Development must approve events named as per the latter.
8. Will not be held liable for damages to property or injuries of persons that occur at a third-party event.

### **Use of our logo**

The Huron Hospice logo is a registered trademark, and thus use of our logo is only allowed with expressed permission. Approval must be granted by the Fundraising Manager before inclusion on any print or web materials. Usage is limited to the approved event, and we require final approval on any event materials containing the logo.

### **Charitable Donation (Tax) Receipts**

A charitable donation (tax) receipt is given to people who make a personal donation to a registered charity. The donation must be made directly to Huron Hospice (i.e., writing their cheques out to Huron Hospice) and without personal return.

Things including, but not limited to sponsorship, admission tickets, raffle tickets or silent auction purchases are **not** eligible for a tax receipt. All qualifying cash donations of \$20.00 or more are eligible for receipts. Donations “in-kind” (an item or service) may not qualify for an income tax receipt.

To properly process a tax receipt, we require that all event organizers have approval from the Fundraising Manager four weeks before the event. All necessary information is provided three weeks following the event. We require the following information from the donor following the event:

- Donor’s name
- Donor’s address (including postal code)
- Donor’s telephone number
- Donor’s email address
- Amount of donation
- The actual donation (cash, cheque or credit card number)

We can provide you with a generic template form before the event to complete this process. Tax receipts cannot be processed by Huron Hospice unless the event organizer remits the funds. Processing tax receipts takes 4-6 weeks after the donation has been received through our administrative office.

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## Financial Information:

- Huron Hospice 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 percentage or a specific dollar amount, on all promotional materials.
- Third-party event organizers are responsible for obtaining event insurance, all permits/licenses (e.g. for 50/50 draws, raffles) and liquor permits.
- The sponsoring group or individual must handle all monetary transactions for your event.
- The preferred payment method to Huron Hospice is a cheque or money order (payable to Huron Hospice).
- CRA guidelines and Huron Hospice policies prevent us from offering funding or reimbursement for any event expenses, signing vendor contracts, soliciting cash or in-kind donation and due to confidentiality restrictions from sharing or using any Huron Hospice client/resident, donor, volunteer or other lists.

## Registration Form

Please complete the attached registration form and submit it to the Fundraising Manager at least four weeks prior to your event. Questions or concerns may be directed to the Fundraising Team. Please provide Huron Hospice with pictures of the event.

## Volunteers

Huron Hospice may be able to assist with providing event-day volunteers for your event. If you require volunteers to assist on the day of the event, please contact us at least four weeks prior to the event. We will do our best to fulfill your volunteer request subject to interest and availability.

## Where the Money Goes

All funds raised at third-party events support Huron Hospice's community programs and services.

We provide compassionate care, hope, and encouragement to residents of Huron with life-limiting progressive illnesses and support to their caregivers, families and those who grieve their deaths. We serve as an example of end-of-life care in partnership with others in the community.

For more information about our programs and services, visit [www.huronhospice.ca](http://www.huronhospice.ca)

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