

Third-Party Event Guide & Tool Kit



In support of:

Table of Contents

Welcome from Pearl Veenema, President and CEO, Hamilton Health Sciences Foundation	PAGE 3
About Hamilton Health Sciences Foundation	PAGE 4
Your Help, Helps So Many Others	PAGE 5
Third-Party Events	PAGE 6
Toolkit – 10 Steps to a Successful Event	PAGE 7
1. Brainstorm	
2. Form a Committee	
3. Develop a Plan	
4. Create a Budget	
5. Submit Your Event Proposal	
6. Promote Your Event	
7. Run the Event	
8. Collect Funds	
9. Recognize and Say Thank you	
10. Evaluate	
Event Planning Checklist	PAGE 12
Photography Guidelines	PAGE 13
Licensing	PAGE 14
Tax Receipting Policy	PAGE 14
Third-Party Event Proposal Form	PAGE 15
Event Financial Report	PAGE 17
Pledge Form	PAGE 18



A message from our President and CEO

Thank you so much for your interest in supporting local and regional specialized health care through Hamilton Health Sciences Foundation. We truly appreciate your support. In the following pages you will find information to help you along the way as you formulate, plan, enjoy and celebrate your event.

Community events provide a valuable source of funding helping to improve and enhance patient care. The net proceeds donated from your event will help to ensure the staff at Hamilton Health Sciences has the essentials to help those in our community when they need it the most. The government does not fund the equipment vital to patient care and we are excited to have your assistance to raise awareness and funds within the community.

Hamilton Health Sciences Foundation is a registered charitable organization raising funds in support of Hamilton General Hospital, Juravinski Hospital and Cancer Centre, McMaster Children's Hospital, St. Peter's Hospital and all of their associated programs. This includes McMaster University Medical Centre, Ron Joyce Children's Health Centre and the Regional Rehabilitation Centre. You may choose to designate the funds you raise to any of these supported sites, to a program or specific need or to highest-priority needs at Hamilton Health Sciences. A Foundation staff member will assist you to help ensure your funds are directed in the manner you wish.

The Foundation is proud to have volunteered as an early adopter of the Imagine Canada standards program. Imagine Canada has developed standards for the operation of charities and non-profit organizations in the areas of board governance, financial accountability and transparency, fundraising, staff management and volunteer involvement. Our accreditation through this program reaffirms our ongoing commitment to continuous improvement and accountability to our donors, volunteers and staff.

Thank you so very much for your gift of energy, enthusiasm and care. Hamilton Health Sciences Foundation is proud to have your support and we hope you take pride in knowing your event is vital to thousands of people across the region each year.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Pearl', written in a cursive style.

Pearl F. Veenema, FAHP
President and CEO
Hamilton Health Sciences Foundation

About Hamilton Health Sciences Foundation

Hamilton Health Sciences Foundation provides vital funding to enable the best possible patient care. We inspire and motivate gifts that fund medical equipment and patient amenities, innovative research initiatives, essential redevelopment of clinical care spaces, and the education and training of health care providers.

As a registered charitable organization, we proudly support patients and families across south-central Ontario, and from outside the region, who receive specialized care at Hamilton Health Sciences including Hamilton General Hospital, Juravinski Hospital and Cancer Centre, McMaster Children's Hospital, and St. Peter's Hospital. The associated programs at the Regional Rehabilitation Centre, McMaster University Medical Centre and Ron Joyce Children's Health Centre are also included.

Hamilton Health Sciences is the only hospital system in Ontario providing specialty health care for the full spectrum of life's journey, from pre-birth to end-of-life. It serves a region of more than 2.3 million residents and provides highly specialized care to patients from outside the region as a provincial referral centre. Hamilton Health Sciences is a leader in many specialized acute and chronic care programs for pediatric and adult patients across its sites. It is also a renowned academic-teaching hospital and an international leader in hospital-based research.

What Makes Our Supported Sites Unique:

- Leading cardiac surgical centre, performing the largest number of cardiac surgeries in Ontario
- Largest Integrated Stroke Program in Ontario
- Second busiest Level 1 trauma centre in Ontario
- The only cancer program treating all adult cancers in the region
- One of only three cancer centres in Ontario providing all forms of adult stem cell transplants
- Regional Cancer Program oversees one of the largest chemotherapy programs in Ontario
- Largest Neonatal Intensive Care Unit in Ontario
- The only inpatient pediatric cancer program in the region
- The largest pediatric mental health program in Canada through its inpatient program and the complementary outpatient program
- Second largest provider of inpatient pediatric services in Ontario
- Largest adult inpatient Palliative Care Program in Canada
- Largest prosthetic and orthotic manufacturing facility, for both adults and children, in Canada
- One of the 25 most influential research communities in the world; top 5 in Canada
- One of only two adult regional burn centres in Ontario
- Intensive rehabilitation centre for patients recovering from a stroke, acquired brain injury, amputation or spinal cord injury from across the province

Your Help, Helps So Many Others

Here are just a few examples of the many third-party events that have supported our work.



Stan's Girls Lemonade Stand

Stan Miszuk's seven granddaughters wanted to help once he was diagnosed with terminal cancer. They started a lemonade stand together to raise money and help other people. Stan's Girls, as they called themselves, raised more than \$8,500 for Juravinski Hospital and Cancer Centre Foundation in memory of their grandfather.



The Heart is Magic Gala

Grateful patient Pat de Caria sold sponsorships, tables and tickets for *The Heart is Magic Gala*, which featured a dinner, silent auction, musical entertainment and magic show. Donations were also collected via an event website provided by Hamilton Health Sciences Foundation. With help from a planning committee and many volunteers, the gala was a success and helped raise funds for the Heart Investigation Unit at Hamilton General Hospital.



Dianne Baboth Memorial Golf Tournament

Since 2009, the *Dianne Baboth Memorial Golf Tournament* has generated more than \$400,000 thanks to the support of organizers, sponsors and participants. This event was influential in the creation of outdoor playgrounds at McMaster Children's Hospital, as well as a therapeutic outdoor courtyard for the RBC Child and Youth Mental Health Unit.

Third-Party Events

Who?

Business and community events are generously planned and organized by individuals and groups from communities across south-central Ontario.

What?

They can be anything that is a good fit for the organizers and participants. From lemonade stands, golf tournaments and skate-a-thons ... the sky's the limit!

When?

These events can take place anytime throughout the year and seasonal events, such as holiday parties, can be extremely successful. For best results, start your planning as early as possible and spread the word!

Where?

Organizers choose the most appropriate venue to host their special event. If the venue requires an official letter of endorsement, please contact a Foundation representative.

Why?

Perhaps you have had a meaningful experience at one of the Hamilton Health Sciences Foundation supported sites or know someone who did, or

maybe you simply want to make a difference in the life of a person who truly needs it. Community events provide a valuable source of funding, helping to improve and enhance patient care.

Your donations enable the purchase of vital medical equipment, support leading medical research and redevelopment of clinical spaces.

Funds raised can be directed toward any of the Hamilton Health Sciences Foundation supported sites, specialized programs or highest priority needs.

How?

With time, teamwork and fun, you can make a difference for patients and families! Your Foundation representative is here to assist you.

Want to host an event for Hamilton Health Sciences Foundation?

Visit hamiltonhealth.com/host-event or call 905-522-3863.

We proudly support Hamilton General Hospital, Juravinski Hospital and Cancer Centre, McMaster Children's Hospital, St. Peter's Hospital and all of their associated programs.

Toolkit - 10 Steps to a Successful Event

Step 1 - Brainstorm

There are so many ways to raise funds for Hamilton Health Sciences Foundation. Your first step should be to determine what the goals and objectives of the event are and decide on an approximate date. Be aware of other similar events that may be running at the same time and identify who your target audience is, as well as a proposed budget and the types of tasks that need to be done. Here are a few ideas:

- “A-thons” of any kind
- BBQ/Bake Sale
- Carnivals
- Celebrity Appearances
- Dinner/Dances
- Parties
- Theatrical Events
- Musical Performances
- Tournaments (Golf, Baseball, Pool, etc.)
- Car Washes
- Rummage Sales
- Holiday Celebrations
- Dress Casual Day
- Pledge Based Bike/Hike/Run
- Trivia Night

Have another idea? Try running it by a few people. You can always contact one of our Foundation staff for guidance.

Step 2 - Form A Committee

Now it's time to form a planning committee and recruit volunteers. A dedicated team is often essential to making an event a great success. Put together a team with diverse skill sets, experience and networks – it's your recipe for success!

At your first meeting you should:

- Get everyone's contact information
- Decide how often your committee needs to meet
- Determine each member's responsibilities and assign roles and tasks
- Decide if any skill sets/talents are missing and how you will find those resources

Step 3 - Develop A Plan

Every event requires a certain amount of planning. The nature of your event, the number of volunteers and your goals determine how detailed you need to be. It is helpful to keep a file in order to organize your records. This is also a great tool for future reference.

- Identify your audience – Who is most likely to attend and support your fundraiser? Will it be for the cause and/or the event itself?
- Set a fundraising goal that is attainable.
- Determine the date of your event – look at your community calendar so your event won't compete with other events or holidays.
- Make all the necessary bookings and arrangements as soon as possible: location, equipment, food, transportation, security, etc.
- Develop a timeline for all tasks. Don't forget to factor in time for obtaining any special insurance or licenses (liquor, etc.) that might be required.

Step 4 - Create a Budget

Plan a budget for your event to determine the event's financial feasibility and set financial goals for the project. A budget helps you identify expenses and areas where sponsorship may be beneficial in order to meet your fundraising goals. (*Event Financial Report template included on page 17*)

Check with your financial institution as many have banking services and tools for community groups.

Securing sponsors for your event is a great way to cover event costs while helping to promote caring companies and businesses in your community. It is a good idea to contact businesses that are related to your type of event or cause, or those with whom you already have a relationship. When you put together your sponsor “packages” ensure that you offer them recognition that will promote them most effectively to their target market.

Sponsorship benefits you may be able to offer:

- Event sponsorship (eg. The Backyard Barbecue sponsored by Bob’s Meat Shop)
- Title sponsorship (eg. Sponsorship of 18th hole)
- Free tickets to attend the event
- Verbal recognition (PA announcements, etc.)
- Chances for a representative to speak at your event
- Logo or company name recognition on:
 - Signage at the event
 - Event advertisements
 - Event program
 - Press release
 - Post-event thank-you ad

Step 5 – Submit Your Event Proposal

Once you have decided on the type of event you want to organize, and have considered timelines, budgets and the crew required, **you must submit an Event Proposal Form (see page 15) to Hamilton Health Sciences Foundation for approval.** Once received, we will review your proposal and advise you when it is approved. Please note that fundraising may not begin until your event has been approved.

Step 6 – Promote Your Event

What The Foundation can do to help:

Create Your Event Website – The Foundation offers a variety of website choices to help you run your event or campaign. We can create:

1. A single donation web page where donors can select a custom or pre-selected donation amount and receive an immediate tax receipt. We can customize this page with your photos or graphics, messaging and videos.
2. A peer-to-peer fundraising website where teams can be created, with each team and participant having their own personal fundraising page. Personal pages can be customized and participant centres are available for you to send emails to friends and family asking for support, recruit team members and thank your donors and supporters.
3. An eCommerce website that allows you to sell tickets for your event, as well as ask for additional donations during checkout.

These website services are provided at no cost and one of our Business & Community Engagement Officers will liaise with you directly to help you through the website creation process. Please contact us at donations@hamiltonhealth.ca or use the phone number listed on page 6.

Confirmation Letter – We can provide you with a confirmation letter that indicates that your event is raising funds on behalf of Hamilton Health Sciences Foundation. This letter may help you secure donations of products or services within the community to support your event.

Foundation Promotional Materials – Will be determined in discussion with your Foundation representative.

Referencing The Foundation – Please ensure that your promotional materials include a reference to your

event being “in support of Hamilton Health Sciences Foundation” or one of its supported sites or that you are “raising funds on behalf of Hamilton Health Sciences Foundation” or a supported site.

Upon request, we may provide you with a copy of the appropriate Foundation logo for use on your event promotional materials – this may be used within the 30 days prior to your event and not used past the date of your event. We must ensure you are using our logo or name correctly, therefore, print materials and media releases bearing The Foundation’s logo or name **must** be approved by The Foundation prior to being released or printed (***please allow sufficient time for approval.***)

Social Media:

You can help us promote your work. The Foundation is present on Facebook, Twitter, Instagram and LinkedIn.

Facebook

- Create a Facebook event page with the event details and send us the link.
- To reference The Foundation, use the @ symbol to tag the relevant page(s):
 - Hamilton Health Sciences Foundation
 - McMaster Children’s Hospital Foundation
 - Juravinski Hospital and Cancer Centre Foundation

Twitter

- Follow and interact with The Foundation on Twitter @HamHealth.
- Please note that @HamHealthSci and @mch_childrens are not The Foundation’s accounts, rather they are operated by Hamilton Health Sciences as *hospital* accounts.
- When you mention The Foundation on Twitter @HamHealth, we will be able to help amplify your promotional efforts.

Instagram

- Follow and interact with The Foundation on Instagram @supporthhsfoundation.
- Please note that @hamiltonhealthsciences is not The Foundation’s account, rather it is the Hamilton Health Sciences *hospital* account.
- When you mention The Foundation on Instagram @supporthhsfoundation, we will be able to engage with your promotional efforts.

LinkedIn

- To reference The Foundation, use the @ symbol to tag the relevant page:
 - Hamilton Health Sciences Foundation

Remember to continuously update your page with event news and your progress in reaching your fundraising goal.

Your group may also consider these strategies:

Keep your target market in mind and choose the promotional tools that you think would work best for your audience.

Create Eye-Catching Posters – Post them on community message boards, ask to post them in business windows and post them in your workplace.

Email Campaigns – Send out emails to all of your friends and co-workers and ask them to pass it along.

Public Service Announcements (PSAs) – If your event is open to the public, send a PSA to your local media (newspaper, radio, TV). Be sure to include information about why you are fundraising, who you are raising money for, what the event is and where and when it will take place.

Word of Mouth – Tell everybody you know! Talk about it in group activities where you are involved. Find group activities/classes related to your event in the community and ask to say a few words to the class. Example: If you are having a dance event, look up dance classes in your community and ask teachers if you can come and talk about your fundraiser.

Press Releases or Advisories – Tell the news media about your event. Please discuss with your Foundation representative before sending out a press release.

Recruiting Volunteers – Ask your friends and co-workers to help plan your event and give them specific roles and provide them with briefing notes, details on their roles, responsibilities and training.

Post-Event Promotion – Don't forget to share your success story when the event is over. This will help build support for your next event. Here are a few ways you can promote the success of your event:

- Update your Facebook, Twitter and other personal fundraising pages with your event total and photos.
- Follow the Photo Guidelines on page 15 to ensure quality photos.
- Send thank-you notes to participants, letting them know how they helped.
- Send a photo to your community paper to celebrate your success.
- Don't forget to send photos to your Foundation contact. We will post on our monthly Community Spotlight or our social media channels. **Disclaimer:** By providing us with your photos there is implied consent that you allow Hamilton Health Sciences Foundation to use your photos in our marketing and promotional materials. When possible, please identify the individuals in your photos.

Promotional product assistance:

Blue Hippo – Get the products you need for your event from Blue Hippo and they'll give back to Hamilton Health Sciences Foundation. They can assist you with selecting from a range of items (t-shirts, ball caps, golf balls, lanyards and more), branding the item with your event artwork and information and delivering your order to you in a timely manner. As a proud member of the Hamilton Health Sciences Foundation's Care4 program, Blue Hippo contributes 10 per cent of revenue from sales back to The Foundation.



Toni Cooke
Blue Hippo Marketing & Promotions Inc.
Big Ideas Huge Results
Toll Free: 1-855-548-3733
toni@blue-hippo.com
www.blue-hippo.com

Step 7 - Run the Event

Finally, event day is here! Your plans are in place, and your team knows what needs to be done – let the fundraising begin! Here are some helpful hints for the day of your event:

- Have fun! You are helping to improve health care for thousands of people in your community.
- Take pictures. These are great to add to your thank-you letters/emails, Facebook and for giving to local media after the event to share your event success. Don't forget about us – we really appreciate receiving copies of your event photos. **Disclaimer:** By providing us with your photos there is implied consent that you allow Hamilton Health Sciences Foundation to use your photos in our marketing and promotional materials. When possible, please identify the individuals in your photos.
- Keep track of donor names and contact details on the pledge forms provided so that participants who make charitable gifts of \$10 or more can receive an official charitable tax receipt from Hamilton Health Sciences Foundation. We must receive the full name and address of donors in order to issue tax receipts. This information is best typed to ensure legibility and accuracy of receipts.
- Invite a member of The Foundation to your event. We would love to thank you and your donors in person.

Remember to:

- Collect and report information for tax receipts.
- Send thank-you letters to everyone who helped make the event happen, including those who assisted you in any way and may not have been able to attend.
- Calculate the total amount of your donation to The Foundation after expenses and issue a cheque in that amount payable to Hamilton Health Sciences Foundation.

Step 8 – Collect Funds

After the event, we request that you collect and submit the funds raised at your event and send them to The Foundation within 30 days of your event. Please note that if we have not received the proceeds from your event after 60 days we will follow up with a request. This is a great opportunity for you to not only send in the proceeds, but to tell us about the success of your event and forward along any appropriate photos.

Please drop off cheques at:

1 King St. West, Suite 702
Hamilton, ON L8P 1A4

Or mail cheques to:

PO Box 739, LCD 1
Hamilton, ON L8N 3M8

Or call your Foundation representative to coordinate pick-up.

Please make cheques payable to Hamilton Health Sciences Foundation and reference the event in the memo line.

Step 9 – Recognize and Say Thank You

Many people and businesses will play a role in any fundraising initiative. It's important that they receive proper recognition and are thanked for their contribution and efforts. Keep this in mind during your planning stage so that you can incorporate proper recognition into your event and keep a list of whom you will need to thank once the event is over.

Please let those who volunteered at your event, and those who attended, know how much you appreciate their support. Ensure they know that their commitment and generosity have impacted the lives of patients, families and staff at The Foundation's supported hospital sites:

- Send a personal "we did it" note to your committee members.
- Send a PSA and photo to local media to thank your community for helping to raise \$X for your cause.
- Update your Facebook event page with photos and fundraising totals.
- Send an email to participants sharing the final amount they helped raise.
- Send a note and relevant photo to your sponsors thanking them for their support.

Step 10 – Evaluate

An evaluation of the event is important and helpful. For your own reference for future fundraising endeavors, we suggest taking time with the committee after your event is over to discuss and chronicle what worked, what could be improved upon and any logistical details you would like to remember for next time.

On behalf of Hamilton Health Sciences Foundation, thank you for your time, effort and support. Good luck with your event!

Event Planning Checklist

At Least 3 Months Before

- Brainstorm and select an event idea
- Organize an event planning committee
- Set a fundraising goal that is attainable
- Set a date
- Create a budget
- Solicit sponsors if required
- Book the venue
- Book any equipment
- Submit your Event Proposal Form to your Foundation representative
- Apply for liquor license if required
- Invite speakers
- Prepare promotional materials
- Send out invitations if required

1 Month Before

- Decide on (and order if necessary) any food that is required
- Submit PSA details to local media

1 Week Before

- Send out press release
- Create a final list of volunteers and confirm their day-of tasks

Day of Event

- Meet with your committee and volunteers before the event starts to make sure everyone knows their roles/duties
- Set up for the event
- Fill out Pledge Forms
- HAVE FUN!
- Take pictures
- Thank everyone for their help

After Event

- Submit funds raised to The Foundation within 30 days
- Post event promotions and appreciation
- Evaluate the success of your event and document any changes you would make next year
- Send us your pictures
- Send out thank you to participants and supporters

Photography Guidelines

Great photos have the ability to capture attention and leave a lasting impact. Below you will find some suggestions to help make sure you are taking great photos of your event.

Photographs that stand out from the crowd usually have three elements in common: good subject, good lighting and good composition.

Here are a few suggestions to keep in mind when taking photos during your event:

- Centre of interest: A photograph should have a strong focal point. Determine what it is before taking your photo.
- Simplicity: Keep compositions simple, avoiding a busy background that distracts from a subject.
- Subject off centre: Place a subject slightly off-centre rather than in the middle of a photo.
- Horizon lines: Don't place the horizon line, or any strong vertical or horizontal lines, right in the middle of a picture.
- Foreground objects: Include an interesting object in the foreground of a scene. It adds depth, dimension and point of reference.
- Vary angles: Shoot at varying angles to capture a subject from a different viewpoint. Move the camera higher or lower than you usually do. For a dramatic effect, take some photos from a birds-eye (looking down) or worms-eye view (looking up).
- Framing: Framing a subject by zooming or moving closer draws attention to it. When photographing a person, we like to use up close shots – so try for mid chest or waist up when appropriate.
- Be careful not to photograph subjects against a light background (like a window) as it will make your subjects dark.
- Avoid crowd shots with no focal point. Also avoid podium shots as there is rarely a use for these.
- Take multiple photos – more photos mean a better variety to select from.
- Ensure that you have permission from those you are photographing.
- Send us your pictures. **Disclaimer:** By providing us with your photos there is implied consent that you allow Hamilton Health Sciences Foundation to use your photos in our marketing and promotional materials. When possible please identify the individuals in your photos.

Licensing

Please note that bingo, raffles, Monte Carlo events and 50/50 draws are regulated by the Alcohol and Gaming Commission of Ontario. Given the complexity of these regulations and the responsibilities of The Foundation under the Ontario Lottery Corporation's licensing policies, Hamilton Health Sciences Foundation is **unable** to offer or support these types of fundraising activities for community events.

Tax Receipting Information

The Foundation will issue applicable income tax receipts for any donation of \$10 or more unless otherwise requested.

If an individual/organization receives a benefit such as promotion, dinner, green fees, etc., in return for their gift, the gift is not eligible for a charitable tax receipt.

Sponsorship fees are not eligible for a tax receipt as they are receiving an advantage and benefits in the form of corporate logo recognition and advertising. Businesses can claim most contributions as business expenses which could have a greater tax advantage than claiming a charitable donation. If a sponsor wishes to receive a business receipt for their donation, we will be pleased to issue one upon request, provided Canada Revenue Agency (CRA) conditions are met.

For more information regarding tax receipts and Canada Revenue Agency tax guidelines, please visit www.cra-arc.gc.ca.

OFFICE USE ONLY

Date approved: _____

Signature: _____

EVENT PROPOSAL FORM

Please complete all sections below. Agreement is valid when signed by both the sponsoring organization AND Hamilton Health Sciences Foundation.

Name of group/company planning the event: _____

Contact person: _____

Mailing Address: _____

City: _____ Postal Code: _____

Tel. Business: _____ Tel. Home: _____ Fax: _____

Email: _____ Organization's Website (if applicable): _____

Event/Fundraising Program Name: _____

Date: _____ Time: _____

Event Location and address: _____

Briefly describe the event: _____

Estimated Expenses

Location: \$ _____

Printing: (tickets, posters etc.) \$ _____

Prizes: \$ _____

Food/beverage: \$ _____

Advertising: \$ _____

Estimated total revenue (B): \$ _____

Estimated total expenses (A): \$ _____

Estimated donation to hospital (B-A): \$ _____

Estimated Revenue

Cost per person: \$ _____

People Expected: _____

Sponsorship: \$ _____

Other: \$ _____

1. Please indicate which hospital the funds raised through this event will support and specify if there is a particular program or service you would like the funds to be directed to:
- Hamilton Health Sciences Foundation
 - Hamilton General Hospital - including Regional Rehabilitation Centre
 - Juravinski Hospital and Cancer Centre
 - McMaster Children's Hospital - including Ron Joyce Children's Health Centre
 - McMaster University Medical Centre
 - St. Peter's Hospital

2. Do you require written acknowledgement from The Foundation? Yes No

3. The Foundation may offer the support stated below where possible. What do you anticipate you might need?

Printed background material relating to Hamilton Health Sciences Camera-ready copy of logo

Other (please specify) _____

4. Will you require tax receipts for this event? Yes No (skip to question # 5)

- **Offering tax receipts must be pre-approved by Hamilton Health Sciences Foundation.**

- Tax receipts will be issued according to Canada Revenue Agency Guidelines.

- Tax receipts will only be issued if full contact information and complete mailing address of the donor is provided to The Foundation via email in the form of an excel spreadsheet.

- Tax receipts will NOT be issued for sponsorships as the company will have received marketing value in return.

- Hamilton Health Sciences Foundation will issue a letter to businesses and corporations regarding the donation, which should suffice as evidence of the charitable gift.

5. Will you be contacting media about this event? Yes No

(All materials being submitted to media must be pre-approved by Hamilton Health Sciences Foundation. Please provide 3-5 business days for review and approval.)

Please read the following:

I acknowledge that Hamilton Health Sciences Foundation's auditors may request verification of revenue from events being run on its behalf.

Hamilton Health Sciences or Hamilton Health Sciences Foundation shall incur no costs or liability associated with this event.

I agree to provide staffing and volunteers for this event.

I agree to use my own mailing list for this event.

I understand that I am responsible for all promotion and advertising of this event and that all materials must be approved by Hamilton Health Sciences Foundation prior to distribution.

I understand that it will take 7-10 days to process my proposal.

I understand that in order for events to be approved, there must be a cash donation made to Hamilton Health Sciences Foundation.

I understand and agree that any information on an individual, company or organization that I may collect or have access to will be handled in accordance with the Information Privacy Policy and Principles established by Hamilton Health Sciences Foundation.

I understand and acknowledge that Hamilton Health Sciences or Hamilton Health Sciences Foundation reserve the right to withdraw the use of its name and logo.

I agree to submit the proceeds from my fundraising event to The Foundation **within 30 DAYS of the event** unless otherwise negotiated prior to the event date.

Signed: _____ **Date:** _____

Please print your name and title:

Signed on behalf of (name of organization):

Note: This form is available for download at <http://hamiltonhealth.ca/host-event/>



Event Name: _____
Event Date: _____
Submitted By: _____
Contact Info and Email: _____

Event Financial Report

REVENUE

Ticket Sales _____
Sponsorships _____
Donations _____

TOTAL REVENUE \$ _____

EXPENSES

Venue Rental _____
Food _____
Beverage _____
Décor _____
Entertainment/Music _____
Printing and Signage _____
Prizes _____
Advertising _____
Rental Equipment _____
Green Fees _____
Golf Cart Rentals _____
Miscellaneous _____

TOTAL EXPENSES \$ _____

NET PROCEEDS \$ _____

Notes

Include copies of invoices, gifts-in-lieu, debits, sponsorships, give aways.

Please complete this report in the areas applicable to your event and submit with the net proceeds within 30 days of the event (unless otherwise negotiated).

Note: This form is available for download at <http://hamiltonhealth.ca/host-event/>



2019 Hamilton Health Sciences Foundation Pledge Form

Fundraiser _____
 Donations in support of Hamilton Health Sciences Foundation

Event Name: _____
 Address: _____
 City: _____ Postal Code: _____
 Phone #: _____

PLEASE NOTE: FULL NAME & ADDRESS MUST BE LEGIBLE TO RECEIVE TAX RECEIPT
 Receipts will not be issued if information is incomplete. See Example.

TITLE/ NAME	ADDRESS	CITY	PROV	POSTAL	DONATION	EMAIL	PAID	TAX RECEIPT
EXAMPLE Mr. John Smith	123 Any Address	Hamilton	ON	L8L 2P2	\$20.00	My_mail@yahoo.ca	●	Yes or No

**Only donations of \$10 or more will be receipted
 *** Please make cheques payable directly to: Hamilton Health Sciences Foundation
 Note: This form is available for download at <http://hamiltonhealth.ca/host-event/>