

# Independent Special Events Application

Thank you for thinking of Kelowna General Hospital Foundation (KGHF). If you, or your organization, wish to host a special event or program to benefit Kelowna General Hospital Foundation, we request you submit this completed proposal to the Foundation for approval. Please mail or fax this form to **Kelowna General Hospital Foundation, 2268 Pandosy Street, Kelowna, BC V1Y 1T2; Fax: 250.862.4377.**

Once the Event has been officially approved, KGH Foundation will contact you directly. If you have any questions concerning this application or the agreement, please call the Foundation office at **250.862.4438.**

**NOTE: APPLICATION MUST BE APPROVED BY KELOWNA GENERAL HOSPITAL FOUNDATION PRIOR TO PUBLIZING OR HOLDING EVENT**

## CONTACT INFORMATION:

Name of Organization planning the Event:

Please select the category that best describes you:

Corporation  School  Community  Service Club  Individual

Name of Contact Person:

Mailing Address:

City:

Postal Code:

Phone (Business):

Phone (Home):

Fax:

Email:

## EVENT INFORMATION:

Name of Event:

Type of Event:  One-Time  Annual  Ongoing

Date of Event:

Location of Event:

Date contribution to Kelowna General Hospital Foundation is expected:

Target Market:  Family/Friends  Members  Customers  General Public

What inspired you to hold this event? (e.g. Connection to Kelowna General Hospital?)

**FINANCIAL INFORMATION:**

**Proposed Budget:** All costs to come out of the proceeds or to be paid directly by the event organizer.

**TOTAL EXPECTED INCOME:** (e.g. donations, auction, ticket sales, food & beverage sales, etc.) A. \$

**EXPENSES:** (include costs such as advertising, food, entertainment, rentals) B. \$

**ANTICIPATED NET PROCEEDS:** (A minus B equals C) C. \$

**AMOUNT/PERCENTAGE OF NET PROCEEDS:**  
(to be given to KGHF) D. \$

In an effort to maintain transparency to our donors and supporters, we request that any event advertised as being held in support of KGHF should not have expenses that exceed 50% of gross proceeds. At a minimum, 50% of gross proceeds should benefit KGHF.

**In order to keep administrative costs down, we ask that money submitted be in the form of one cheque and a copy of the event agreement form, or a letter, accompanies the cheque outlining the name and date of the event along with any other pertinent information. If there are pledge forms to submit from your event, please attach one cheque for the overall balance along with the detailed pledge forms.**

**SUPPORT PROVIDED BY KELOWNA GENERAL HOSPITAL FOUNDATION (KGHF)**

Please indicate if you require any of the following promotional tools from the Foundation:

- Sample of a Donation/Pledge Form
- Banner (vinyl)
- Event listed on KGHF website (based on space and lead time)  
please provide a short promotional blurb - including contact details, event location, dates, and times

\*\*\* In order for us to fulfill your request for support, a minimum of two weeks notice prior to the start of your event/campaign is recommended

**EVENT DETAILS:**

Briefly describe the event and how the funds will be raised (if you have done a similar event for KGHF in the past, it is not necessary to complete this section).

**PUBLIC RELATIONS INFORMATION:**

Briefly describe the proposed publicity plan for the event/program:

Will the publicity be handled by a professional agency?  Yes  No

If Yes, please name the agency:

Will promotional materials, such as flyers and posters, be printed?  Yes  No

If Yes, please indicate the extent of distribution and dates of release:

Does your organization plan on using the name of Kelowna General Hospital Foundation in your printed materials and in your publicity?  Yes  No

**PLEASE NOTE: All materials featuring the name of the Kelowna General Hospital Foundation must be approved by the Foundation before publication.**

**PRIVACY STATEMENT:**

Kelowna General Hospital Foundation is committed to protecting the privacy of personal information in our possession; the information collected on this form will be used by Foundation staff strictly to contact you about this event.

If you have any questions about our privacy statement, simply call us at 250.862.4438

## INDEPENDENT SPECIAL EVENT POLICIES

Independent Special Events, or third party fundraisers, are a very important component of the fundraising activities of Kelowna General Hospital Foundation. Beyond the funds raised, these events create awareness about the hospital and bring new support to the Foundation.

In order to ensure Independent Special Events have a positive impact on the Hospital's public image, the following policies need to be followed:

1. The KGHF logo is a registered trademark; **unauthorized use is prohibited.**
2. Official tax receipts will only be used in accordance with the Canada Customs & Revenue Agency guidelines. The final decision to issue official tax receipts rests with Kelowna General Hospital Foundation.
3. Event expenses may not be paid from tax-receiptable donations. All donations requiring a tax receipt must be received in full by Kelowna General Hospital Foundation.
4. Whenever possible, the Foundation would appreciate written information or photographs which may be included in the Foundation's publications.
5. Kelowna General Hospital Foundation does not approve the following types of fundraising:
  - Programs that involve a professional fundraiser, telemarketing and/or an agreement to raise funds on a commission, bonus or percentage basis (with the exception of cause-related marketing programs developed with corporate partners).
  - Events which promote the use of tobacco
  - Vending machine sales
  - Directly soliciting funds door-to-door, through telemarketing, or through non - foundation internet methods
6. Guest attendees from Kelowna General Hospital Foundation will receive complimentary tickets or admission when invited to speak or attend an Independent Special Event.

### 7. **Terms and Conditions with respect to Insurance Coverage:**

Kelowna General Hospital Foundation's special/sporting event insurance policy **does not extend** to this event. Third party organizers are required to arrange for appropriate insurance coverage for the event. By accepting the terms and conditions set forth in this application, the event organizer(s) clearly understand that they are accepting responsibility for claims that may arise as a result of the event.

**AGREEMENT for Special Event or Program benefiting the Kelowna General Hospital Foundation**

\_\_\_\_\_, the **SPONSORING ORGANIZATION**, agrees to organize and implement a special event/program on \_\_\_\_\_, to benefit Kelowna General Hospital Foundation. The special event/program shall be described and referred to publicly as follows: \_\_\_\_\_

The SPONSOR agrees to use only the authorized name of Kelowna General Hospital Foundation in any media and printed materials related to the special event (if name is to be used).

**NO COST or LIABILITY** associated with this event shall be incurred by Kelowna General Hospital Foundation.

Kelowna General Hospital Foundation agrees to provide the SPONSOR with the appropriate recognition i.e. Annual Report.

The **SPONSOR** agrees to handle any monetary transactions and to present the proceeds to Kelowna General Hospital Foundation within **30 days following the event**.

The **SPONSOR** will provide staffing and volunteers for the special event.

The **SPONSOR** agrees to use its own mailing list for the special event.

The **SPONSOR** will obtain all necessary permits, licenses or insurance.

The **SPONSOR** agrees to follow Kelowna General Hospital Foundation’s receipting policies that adhere to the Canada Customs and Revenue Agency.

Kelowna General Hospital Foundation reserves at any time the right to withdraw the use of its name.

**If the event is cancelled, the sponsor will notify Kelowna General Hospital Foundation 2 weeks prior to the original event day.**

Signed: \_\_\_\_\_  
Sponsor

Date:

Signed: \_\_\_\_\_  
Kelowna General Hospital Foundation

Date: