

Appendix A
INDEPENDENT FUNDRAISING EVENT APPLICATION

Thank you for your interest in supporting the KGH Foundation. If you, or your organization, wish to host a special event or program to benefit the KGH Foundation, we request you submit this completed proposal to the Foundation for approval.

Once the event has been officially approved, a signed copy of the attached agreement form will be forwarded to the applicant. 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 the KGH Foundation prior to publicizing or holding event.

CONTACT INFORMATION:

Name of organization/individual planning the event:

Please select the category that best describes you:

Corporation School Community Service Club Individual

Contact name: _____

Mailing address: _____

City: _____ Postal code: _____

Phone (business): _____ Phone (home/cell): _____

Email: _____

EVENT INFORMATION:

Name of Event: _____

Type of Event:

One-Time Annual Ongoing

Date of Event: _____

Location of Event: _____

Date contribution to the KGH 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: (donations, auction, ticket sales, food & beverage sales) A. \$ _____

EXPENSES: (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 the KGH Foundation should not have expenses that exceed 50% of gross proceeds. At a minimum, 50% of net proceeds should benefit the KGH Foundation.

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 THE KGH FOUNDATION:

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

- Event listed on KGH Foundation website (based on space and lead time)
- Electronic poster distribution
- Banner (pop-up stand)
- Representation or a speaker at the event

*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 the KGH Foundation 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 the KGH Foundation in your printed materials and in your publicity? Yes No

Please note: All materials featuring the name of the KGH Foundation must be approved by the Foundation before publication.

Privacy Statement

The KGH 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, call us at 250.862.4438.

INDEPENDENT FUNDRAISING EVENT POLICIES

Independent Fundraising Events are a very important component of the fundraising activities of the KGH 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 KGH Foundation logo is a registered trademark; unauthorized use is prohibited.
2. Official tax receipts will only be used in accordance with the Canada Revenue Agency guidelines. The final decision to issue official tax receipts rests with the KGH Foundation.
3. Event expenses may not be paid from tax-receiptable donations. All donations requiring a tax receipt must be received in full by the KGH Foundation.
4. Whenever possible, the Foundation would appreciate written information or photographs which may be included in our publications.
5. The KGH Foundation does not approve the following types of fundraising:
 - a. 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).
 - b. Events which promote the use of tobacco

- c. Vending machine sales
 - d. Directly soliciting funds door-to-door, through telemarketing, or through non - foundation internet methods
6. Guest attendees from the KGH 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:
- e. The KGH 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 KGH Foundation, the SPONSORING ORGANIZATION, agrees to organize and implement a special event/program on, to benefit the KGH Foundation. The special event/program shall be described and referred to publicly as follows:

- The **SPONSOR** agrees to use only the authorized name of the KGH 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 the KGH Foundation.
- The KGH Foundation agrees to provide the **SPONSOR** with the appropriate recognition
- The **SPONSOR** agrees to handle any monetary transactions and to present the proceeds to the KGH 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 the KGH Foundation’s receipting policies that adhere to the Canada Revenue Agency.
- The KGH Foundation reserves at any time the right to withdraw the use of its name.
- If the event is cancelled, the sponsor will notify the KGH Foundation 2 weeks prior to the original event day.

Signed: _____
Sponsor

Date: _____

Signed: _____
KGH Foundation

Date: _____

Please return the completed form to:

2268 Pandosy Street
Kelowna, BC V1Y 1T2
Fax: 250.862.4377
Email: kgfoundation@interiorhealth.ca