

# KGH FOUNDATION

## 2021 (CFE) COMMUNITY FUNDRAISING EVENTS APPLICATION FORM

### 1. PRIMARY 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 \_\_\_\_\_

Please provide your preferred mailing address:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone (business): \_\_\_\_\_ Phone (home/cell): \_\_\_\_\_

Email: \_\_\_\_\_

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

### 2. EVENT INFORMATION:

Name of Event: \_\_\_\_\_

Type of Event:  One-Time  Ongoing *(consecutive days)*  Annual/Re-occurring

Date(s) of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Briefly provide any additional event details (eg, what inspired you to host the event?)

### 3. FUNDRAISING INFORMATION

How will you raise funds for your event? *(Select all that apply. We'll send more information your way to help guide you through this process!)*

Auction items (live or silent)  Ticket Sales  Online Registration  
 General Donations  F&B sales  Online peer-to-peer fundraising  
 Gaming *(Raffle, 50.50, Bingo etc.)*  Other: \_\_\_\_\_

Fundraising Goal:

\$100 - \$499  \$499 - \$999  \$1,000 +  Other \$ \_\_\_\_\_

I would like to have the event proceeds support:

- Advanced Stroke Care     JoeAnna's House     Area of greatest need  
 Other \_\_\_\_\_

Date contribution to the KGH Foundation is expected? \_\_\_\_\_  
*(should be within 30 days of your event)*

Donors that raise over \$500+ are recognized in KGH Foundation publications. Please confirm how you or your business/organization would like to be recognized:

Recognition Name: \_\_\_\_\_

- I wish to remain anonymous in KGH Foundation publications*

**HELPFUL TIP:**

- If you are the organizer of the event and are collecting funds from other donors, the event name will be the recognition name.
- If you are donating directly to the KGH Foundation, you can list your name as the recognition name

**4. COMMUNITY FUNDRAISING EVENT POLICIES**

Thank-you for your interest in supporting the KGH Foundation! Once the event has been officially approved, a signed copy of the attached agreement form will be forwarded to you.

**PLEASE NOTE:**

- The community fundraising events application must be approved by the KGH Foundation prior to you publicizing or holding the event.
- 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.

CRA regulations require charities to issue official receipts only in the name of the true donor. As I am submitting event proceeds on behalf of others, I understand that I am not eligible for tax-receipts (unless I or my organization make a personal gift to the KGH Foundation) *(required)*

I acknowledge that I have read and accept the fundraising terms and conditions as outlined on the following page (page 3). *(required)*

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

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
**KGH Foundation**

Date: \_\_\_\_\_

**Please return completed form to:**  
Bettina Muller | Events and Projects Manager  
2268 Pandosy Street, Kelowna BC, V1Y 1T2  
P: 250-862-4300 ext 7152  
E: [Bettina.muller@interiorhealth.ca](mailto:Bettina.muller@interiorhealth.ca)



## KGH FOUNDATION COMMUNITY FUNDRAISING EVENT POLICIES

Community Fundraising Events are a very important component of the fundraising activities of the KGH Foundation. In order to ensure community 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. All materials featuring the name of the KGH Foundation and the KGH Foundation logo must be approved by the Foundation before publication.
3. 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.
  - a. Donors of your event are only eligible for a tax-receipt if they donate directly to the KGH Foundation.
  - b. Please note that official donation receipts cannot be issued for event registration/tickets, purchasing raffle tickets, merchandise, auction items or sponsorships.
4. 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.
5. In an effort to maintain transparency to our donors and supporters, we request that at a minimum, 50% of net proceeds should benefit the KGH Foundation.
  - a. In order to keep administrative costs down, we ask that money submitted be in the form of one cheque (with the exception of donations made directly to KGH Foundation).
  - b. If there are pledge forms to submit (for cash and/or credit card transactions) from your event, please attach one cheque for the overall balance along with the detailed pledge forms
6. 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, alcohol or cannabis
  - c. Vending machine sales
  - d. Directly soliciting funds door-to-door, or through telemarketing.
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. Community event 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.

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**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 net 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.
- If the **SPONSOR** wishes to list the KGH Foundation as a partner on their website, in any media and/or printed materials, approval must first be provided by the KGH Foundation.
- 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.