

THIRD PARTY FUNDRAISING POLICIES



**SURREY
HOSPITALS
FOUNDATION™**

Thank you for your interest in holding a third party fundraiser to benefit Surrey Hospitals Foundation (SHF). Every dollar counts towards enhancing health care in our region.

A third party fundraiser is any activity by a non-affiliated group or individual, where SHF has no management responsibility. These fundraisers are hosted by an outside party who wishes to hold a promotion, event, sale, or cause marketing campaign to benefit Surrey Memorial Hospital, Jim Pattison Outpatient Care and Surgery Centre and Czorny Alzheimer Centre.

Third party fundraisers are a great way for the community and other organizations to get involved with fundraising initiatives for Surrey Hospitals Foundation. By rallying your family, friends, and coworkers, you can support a cause that is close to your heart and will make a positive difference for healthcare in Surrey.

The Foundation will not approve the following types of fundraising initiatives, including but not limited to those:

- That endorse a political party or candidate, or appear to endorse a political agenda;
- That discriminate against any person or group based on gender, race, class, economic status, ethnic background, sexual orientation, age, physical ability, or cultural and religious backgrounds;
- That promote the use of alcohol or tobacco

The Foundation reserves the right to decline participation and support for any fundraising that does not align with our mission and values.

LOGO USAGE

Permission through the Foundation's Chief Operating Officer is required in order to use the name of Surrey Memorial Hospital, Surrey Hospitals Foundation, Jim Pattison Outpatient Care and Surgery Centre, or Czorny Alzheimer Centre for publicity and fundraising purposes by community groups and individuals. Upon approval, organizers will have access to an "in support of SHF" logo which they can use for publicity and fundraising.

RESPONSIBILITIES OF THE THIRD PARTY FUNDRAISER

The organizers are responsible for all details of the fundraiser, including but not limited to: planning, logistics, underwriting of all related costs, recruiting volunteers, creating promotional materials, working/hosting the fundraiser, and obtaining necessary liability insurance and permits (i.e. raffles).

RESPONSIBILITY OF THE FOUNDATION

Due to the high volume of third party requests, unfortunately we cannot personally participate in each fundraiser, but we will provide informational materials about the Foundation, donation forms and assist in promotional efforts (when and where applicable). For larger fundraisers, SHF staff may attend depending on availability.

RECEIPTING

If you would like tax receipts to be provided for people participating in your fundraiser, please ensure you collect the following information:

- Name of donor
- Address of donor
- Exact amount they donated
- Date of donation

The Foundation can provide donation forms to help you collect this information. Without this information, we cannot issue tax receipts but we can provide an acknowledgement receipt to the organizer.

Please note that in accordance with the Canada Revenue Agency, we cannot issue tax receipts for:

- Ticket purchases or entrance fees
- Raffle/lottery/draw ticket purchases
- Items purchased via live or silent auction
- Sponsorships (a financial contribution made by an organization/business in exchange for recognition and promotion)
- Donated services

DONATION METHODS

You can donate the proceeds of your fundraiser to Surrey Hospitals Foundation in the following ways:

- Cheque payable to Surrey Hospitals Foundation
- Cash dropped off at the Surrey Hospitals Foundation's office
- Surrey Hospitals Foundations donation forms with credit card

APPLICATION AND AGREEMENT

Please complete the registration application on our website. You will be contacted within seven business days. Please do not move forward with plans until you have submitted your application and have been notified of our decision.

If you have questions, please reach out to events@surreyhospitalsfoundation.com.

THANK YOU FOR SUPPORTING HEALTH CARE IN SURREY!

Surrey Hospitals Foundation

Special Events: 13750 - 96th Avenue, Surrey, BC V3V 1Z2

Registered Charity Number: 89126 8740 RR0001