

**How We Can Help and Rules & Regulations
for Community Events to benefit
Guelph General Hospital**

Once your event is approved, here is how The Foundation **can** help:

- Meet with you to discuss your event and provide suggestions
- Provide approval of the use of our logo on your promotional materials
- Provide an endorsement letter of support for your event for event organizers to send to prospective sponsors
- Promote the event on our online event calendar
- Promote the event within the Hospital, and in our newsletters, if timing is appropriate
- Arrange for a representative to attend and/or speak at your event, if applicable
- Acknowledge your support in our newsletter
- Write thank you letters
- Issue charitable tax receipts, if applicable

The Foundation **cannot** help with the following:

- Provide funding or reimbursement for event expenses
- Apply for gaming or alcohol licenses or insurance
- Share media contacts
- Mail or provide email lists for donors or hospital staff

Rules and Regulations

- a. If you haven't already completed and sent an Event Proposal form we will be contacting you shortly to fill one out and send back.
- b. The business/organization/individual will not open any bank accounts using the Foundation's name. Any cheque donations listing the Foundation as "Payee" will be forwarded to the Foundation for deposit in a Foundation bank account.
- c. Only donations made directly to the Foundation are tax receiptable (to the extent permitted by law). All event organizers are encouraged to review the receipting policies of the Canada Revenue Agency (CRA)
<http://www.cra-arc.gc.ca/chrts-gvng/chrts/prtng/rcpts/fndrsng-eng.html>
- d. All event materials (including but not limited to media releases, print/promotional materials, etc.) for the proposed event must be approved by The Foundation prior to being printed, released, etc.
- e. Mention of the Foundation in connection with the initiatives and funds raised must be approved by the Foundation. Generally, the approved wording is "...in support of The Foundation of Guelph General Hospital."

- f. Any use of the Foundation's name, logo, or stationary in any mailing, advertising, or for the media must receive prior approval from the Foundation.
- g. The Foundation of Guelph General Hospital logo or the name "The Foundation of Guelph General Hospital" may not be altered in any way.
- h. Due to limited personnel resources, the Foundation cannot guarantee staff support to third party events or initiatives.
- i. The Foundation should be notified if other organizations will benefit from the initiative.
- j. The Foundation shall have the right at any time and for any reason to request that the Third Party cease use of the name of the Foundation of Guelph General Hospital in connection with the initiative and the Third Party must comply with such request.
- k. All events, either online or offline, must be in line with the values of The Foundation of Guelph General Hospital.
- l. The Foundation does not release volunteer, partner or donor names.
- m. The Foundation will not solicit sponsors on behalf of the Third Party event and/or organizer(s), nor will the Foundation provide contacts for sponsorship approach or solicitation.
- n. Third Party event organizers are responsible for all costs associated with the event. The Foundation must receive all net proceeds within 45 days of the conclusion of the fundraiser.
- o. All third party organizers are responsible for providing insurance, permits and/or licenses as required by law. They must be clearly displayed onsite during the event as well as for post-event reports.
- p. The Foundation of Guelph General Hospital will not assume any legal or financial liability of a third party initiative. The Foundation is not responsible for any damage, accidents to persons or property at a community event or any actions in association with the fundraising initiative.
- q. The Foundation in no way endorses any products or services used in connection with the event.
- r. We reserve the right to approve all online and offline events run in support of The Foundation.