



Bruce Peninsula Hospice

Bruce Peninsula Hospice Third Party Fundraiser Guidelines

Thank you for your interest in supporting Hospice Palliative Care through Third Party Event Fundraising.

Please review the following guidelines prior to organizing/starting your event. Then complete the Bruce Peninsula Hospice Third Party Fundraiser Application and submit to BPH for consideration and approval.

What is a Third Party Fundraising Event?

Third party events are fundraisers benefiting Bruce Peninsula Hospice that are coordinated and implemented by an individual or an organization in the community.

Individuals, Groups or Organizations holding a Third Party Event to which Bruce Peninsula Hospice is a beneficiary, agree to the following guidelines:

By naming Bruce Peninsula Hospice as a beneficiary of your event, you are required to donate the net proceeds raised on our behalf. Funds are to be received within 60 working days from the conclusion of any special event unless otherwise arranged with Bruce Peninsula Hospice with an accounting of all the net proceeds.

All publicity for the proposed event including any use of Bruce Peninsula Hospice's name and/or logo, be approved by Bruce Peninsula Hospice prior to being printed and released.

It is the responsibility of the Third Party Event organizer to obtain all necessary permits, licenses and insurance.

Bruce Peninsula Hospice will not accept funds raised from the proceeds of the sale of alcoholic beverages.

It is understood that Bruce Peninsula Hospice must strictly follow guidelines set by the Canada Revenue Agency (CRA) and cannot issue charitable tax receipts for third-party events in every circumstance.

It is understood that the organizer will use their own mailing list or contact list for the event and any businesses/organizations that are to be solicited will be submitted to Bruce Peninsula Hospice in advance so that no conflict with organizations already involved with other efforts benefitting BPH may arise.

The organizers agree to adhere to all federal, provincial and municipal laws and assure that compensation to any professional fundraisers or promoters shall not be based on commission or percentage of monies raised. BPH will also be notified immediately if any professional person is hired to coordinate or otherwise promote an event that benefits Bruce Peninsula Hospice.

The organizers agree to indemnify and hold Bruce Peninsula Hospice harmless against and in respect of any and all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries and deficiencies, including interest, penalties and all legal fees that may be incurred or suffered by Bruce Peninsula Hospice which arise, result from or relate to the applicants fundraising event or program, applicant`s performance of its agreement as specified in Bruce Peninsula Hospice`s guidelines and this application.

Depending on the nature of the event, as a condition of approval, BPH may request to be named as additional named insurer on any policy of liability insurance carried by the third party organizing organization.

Assistance Bruce Peninsula Hospice can provide once your Third Party Event is approved:

- *Offering the use of BPH name and logo (with permission) that accompany the phrase "proceeds to" on literature related to the event*
- *Listing the event on the hospice website*
- *Providing BPH brochures and hospice educational materials*
- *Providing a letter of support to be used to validate the authenticity of the event and the organizers*
- *Attendance of BPH volunteer(s) or representative, where appropriate and available*
- *Processing and provision of tax receipts where applicable and with the provision of full donor information (name, address, telephone number, and amount of donation)*
- *Suggestions for event planning/organization.*

Bruce Peninsula Hospice cannot offer assistance by:

- *Funding or reimbursement of event expenses*
- *Sharing lists of donors or sponsors*
- *Entering into, being named in, or signing any contracts on behalf of the third party event organizer.*