

RVH Foundation Policy for Third Party Special Events

The Royal Victoria Hospital Foundation appreciates your interest in raising funds for the Hospital. You are an important part of our fundraising team!

In order to ensure the best possible result for all of your time and wonderful efforts, we ask you contact our Director of Development, Danielle Dupré, before planning a special event to benefit the Royal Victoria Hospital Foundation. To facilitate your communication, we have attached a form for you to fill out and submit to us, which will detail all of the information we require.

[There are certain guidelines that must be considered in order for us to endorse your efforts:](#)

- A) Nature of Event: The event should not, by association, have the potential to adversely affect the Hospital's image, or conflict with the Hospital's mission and goals of promoting a healthy community.
- B) Feasibility: It's important to us that your experience in planning an event has the best possible chance for success, and our knowledgeable team will be able to evaluate your chances for success to maximize your valuable time and efforts.
- C) Conflict of Interest: The Royal Vic Foundation is always buzzing with projects and activities, and we need to ensure that your fundraising efforts will not duplicate or interfere with any of ours, and vice-versa.

[The RVH Foundation may provide the following assistance once your event has been approved:](#)

- ✓ Ideas to help you run a successful event.
- ✓ An endorsement letter that confirms you are raising money on our behalf.
- ✓ Event listing on our website and publicity through the MUHC's e-mail news bulletins
- ✓ Attendance at your event by a RVH Foundation representative for a formal cheque presentation
- ✓ Provision of charitable receipts for your donors, if applicable according to the guidelines set out by the Canada Revenue Agency, and only when requested in advance

The RVH Foundation cannot provide the following:

- ☹ Funding or reimbursement for event expenses
- ☹ Mailing lists containing the personal information of our donors or hospital staff
- ☹ Applications for permits or licenses
- ☹ Guaranteed attendance of RVHF board members, staff and/or Hospital VIPs at your event
- ☹ Prizes or auction items

Rules and Regulations to be considered and respected:

- A) Permits: the event organizer will obtain at his/her own expense, all permits, licenses and insurance.
- B) RVH Foundation Logo: our name and logo can be used only with our written permission.
- C) Liability: participants shall indemnify and hold harmless the Royal Victoria Hospital Foundation from and against all liability, claims, damages or expenses due to or arising out of the proposed “Special Event”.
- D) Tax Receipts: **the Canada Revenue Agency (CRA) has put into place very strict regulations regarding the issuing of income tax receipts. If you intend to offer tax receipts, this must be pre-approved by the Royal Victoria Hospital Foundation, and can only be done according to the guidelines set out by the CRA for charitable receipts. We strongly recommend that you familiarize yourself with these guidelines, or consult with our Director of Development to avoid any confusion or disappointment, particularly on the part of the donor.**

Receipts can only be issued with the provision of a donor’s full name and complete address.

- E) Timelines: we request that proceeds from your event be submitted to the RVH Foundation within four weeks after your event. Please ensure cheques are made payable to the Royal Victoria Hospital Foundation.

Note: When approaching businesses and corporations for assistance with events (sponsorships, cash or in-kind donations), please remember that many organizations are already involved in supporting the RVH Foundation. To avoid cross-solicitation and confusion when approaching donors, please specify that you are soliciting for a specific, Third Party event whose proceeds are gifted to this Foundation, and that you do not represent the Foundation itself.

RVH Foundation Third-Party Special Event Proposal Form

**Kindly complete this form and return to:*

*Danielle Dupré, Director of Development
Royal Victoria Hospital Foundation
687 Pine Avenue West, Suite A1.07
Montreal, Quebec H3A 1A1*

*Phone: (514) 843-1543 Fax: (514) 843-1468
Email: danielle.dupre@muhc.mcgill.ca*

Tell us about yourself:

Your Organization _____

Contact Person _____ Title _____

Address _____

Phone _____ Fax _____

Email _____

Website _____

General information:

Name of Event _____

Description of Event _____

Date of event _____

Event location _____

What type of audience do you plan to target for your event? (i.e. general public, businesses, etc.)

How many people do you expect to attend the event? _____

How do you plan on marketing or promoting your event?

Medium source

- Internal promotion such as newsletters
- Posters/Flyers
- Advertisements
- Public Service Announcements
- Web site (provide address) _____
- Other please describe) _____

Do you intend to use the name and logo of the Royal Victoria Hospital Foundation and/or of the MUHC in your publicity? (Y/N) _____

If deemed necessary by the Royal Victoria Hospital Foundation, are you prepared to allow a Foundation representative to be involved with your planning committee for general and ongoing approval of plans for the event? (Y/N) _____

What degree of involvement would you expect from the Foundation staff/Board of Directors in relation to participation in your event?

Would you like the funds raised designated to a specific department or program at the Royal Victoria Hospital?

(Y/N)_____ Please specify _____

Will other charitable organizations benefit from this special event?

(Y/N)_____ Please specify _____

What inspired you to do this event?

If you feel a charitable receipt should be issued to participants for all or part of their contribution, please complete the proposed budget. **Please note this must be pre-approved by the RVH Foundation.**

Signature of Applicant: _____

Date: _____



Proposed Budget:

Please list all revenues and expenses, including the fair market value of gift-in-kind items, and the value of any item given as a door prize or attendance gift.

REVENUE

Sponsorship \$ _____

Registration Fees \$ _____

Ticket Sales \$ _____

Donations \$ _____

Ancillary Fundraising
(silent auction, raffle, etc.) \$ _____

Total Revenue \$ _____

EXPENSES

Location \$ _____

Food/Beverage \$ _____

Printing (tickets, posters) \$ _____

Gifts for Participants \$ _____

Security \$ _____

Advertising \$ _____

Permit/License Fees \$ _____

Prizes \$ _____

Other (please specify) \$ _____

Total Expenses \$ _____

Total Net Profit \$ _____

Cost/dollar raised \$ _____ (to be completed by the Foundation)

Charitable portion \$ _____ (to be completed by the Foundation)