



VICTORIA HOSPICE

INDEPENDENT FUNDRAISING EVENT INFORMATION & APPLICATION

Thank you for your interest in supporting Victoria Hospice! We welcome and appreciate your efforts to help fund expert clinical, emotional and spiritual end-of-life care and support to patients and families in the Greater Victoria region facing advancing illness, death and bereavement.

Each year the community helps Victoria Hospice raise over \$3 million dollars to pay for specialized programs and services. These include our 24-hour Palliative Response Team, counselling, bereavement and spiritual support, volunteer services, education and research.

Hosting an independent fundraising event is a great way to support Victoria Hospice's programs and services, and educate people at the same time. Events are often initiated by individuals or groups in honour of a family member, friend or co-worker who received care from Victoria Hospice. Each event, however small or large, demonstrates the spirit of generosity and commitment to quality end-of-life care in our community.

Successful past events have included:

- Dinners
- Book sales
- Bridge-a-thons
- Teas
- Concerts
- Auctions
- Golf tournaments
- Cycling or walking tours
- And many others!



Events are created and managed by you and/or your team, with proceeds directed to Victoria Hospice. We do not take an active role in planning or organizing your event, but we do provide you with information and support to help ensure its success.

Victoria Hospice can:

- Approve the use of Victoria Hospice's name and logo for your event;
- Provide a limited amount of support materials, such as brochures and informational materials;
- Promote your event on our website;
- Acknowledge your direct contribution to Victoria Hospice, and provide recognition as set forth in our Donor Recognition Policy;
- Provide information on tax receipting guidelines.

Things we cannot do include taking an active role in the planning or organizing of your event, providing staff support, sharing access to donor contact information or applying for licenses for your event. We will not approve events that raise money on commission; that encourage/involve behaviour that is counter to the Victoria Hospice mission and/or programmatic activities; that promote or support a political party or candidate, or those which appear to endorse a political activity; or that involve direct solicitation (including but not limited to door-to-door canvassing, telemarketing or internet solicitation).

FREQUENTLY ASKED QUESTIONS**What is an Independent Fundraising Event?**

It is a fundraiser held on behalf of Victoria Hospice, but organized and run independently by individuals or groups.

How will the proceeds of the event be used?

Funds received go towards providing programs and services at Victoria Hospice. These include such things as our 24-hour Palliative Response Team, physician, nursing and counselling services, bereavement and spiritual support, volunteer support, education and research.

How will Victoria Hospice support the event?

We want to make sure your event is a success, and will do what we can to assist you within the limits of our resources. We can provide you with information about Victoria Hospice, approve the use of our logo and name on your promotional materials, and assist you with tax receipting information. We encourage you to contact us early in your planning process to discuss your event and how we can help.

Who should I contact to talk about hosting an event?

Please contact Victoria Hospice by calling 250-519-1747 or emailing wendy.innes@viha.ca

APPLICATION FORM & AGREEMENT

Event Name: _____

Event Date and Time(s): _____

Event Location: _____

Brief description of your event, including how funds and awareness will be raised (e.g. ticket sales, auction, product sales, pledges): _____

Contact Name, Title and Company (if applicable): _____

Contact Address: _____

Phone: _____ Fax: _____ Email: _____

Do you have a connection to Victoria Hospice? _____

Estimated number of participants or attendees: _____

Estimated Gross Revenue: _____ Estimated Costs: _____

Estimated Net Revenue (Amount of donation to Victoria Hospice): _____

Will any portion of the proceeds be going to any other organizations, charitable or otherwise? If so, please identify all such organizations, and detail what percentage of net revenues will go to each, including Victoria Hospice: _____

Please list any and all corporate sponsors for your event (if applicable): _____

TERMS AND CONDITIONS

1. Use of Victoria Hospice's name and/or logo is permitted only with prior approval, and only according to Victoria Hospice's guidelines for use;
2. This application must be approved prior to requesting or receiving any event-related donation/sponsorship (cash or in-kind) from any organization or individual;
3. The organizer agrees to underwrite all costs for the event;
4. The organizer agrees to obtain all necessary permits, licenses and insurance related to the event
5. The organizer must submit to Victoria Hospice a detailed financial breakdown of all expenses and revenues within 30 days following the event. If all money has not been collected, the organizer will update Victoria Hospice monthly until funds are received and processed;

6. The organizer of the event that is the subject of this agreement shall indemnify and hold harmless Victoria Hospice, its officers, directors, and employees, from and against any and all claims, liabilities, costs, fines and expenses (including reasonable attorneys' fees) arising out of any claims or suits, or threats of suits which may be brought against Victoria Hospice for any reason in connection with this event and including but not limited to: (i) the organizers' breach of obligations under this agreement including the organizers' obligations to comply with applicable law, (ii) the organizers dealing with any third parties including third party contractors, (iii) any unauthorized use by the organizers of Victoria Hospice's name, logo, or other proprietary symbols or information, or any unauthorized verbal presentations, or (iv) any negligence or willful misconduct by the organizers or its employees, contractors, or agents. The organizers' obligations hereunder shall survive the termination of this agreement. The organizers shall retain insurance sufficient to cover any personal injury experienced by their staff, volunteers, participants or anyone else involved in the event or related pre or post event activities, and Victoria Hospice will be understood to be absolved of any such liability. Victoria Hospice will not be held liable for any injury to or actions by the organizers, their staff or volunteers, any event participants or anyone else involved in the event or any related pre or post event activities, resulting in any claims of liability during the event or during any related pre or post event activities;

7. Victoria Hospice reserves the right to withdraw the use of its name at any time;

8. If the event is cancelled or rescheduled, the organizer will notify Victoria Hospice as soon as possible but at least 24 hours prior to the original date of the event.

I, _____, have read and understood the above terms
(please print)

and conditions and agree to abide by them:

Signed: _____ Dated: _____
(Independent Event Organizer) (mm/dd/yyyy)

Once completed and signed, please submit this application form and agreement to:

Fax: 250-519-1745 **Email:** wendy.innes@viha.ca

c/o Development Department **OR** Subject Line: Fundraising Application

A Victoria Hospice representative will contact you after receiving your submission.

For Internal Use Only

Approved When Signed: _____ **Date:** _____

Quantity of Materials being provided:

General Information brochures: _____ **Annual Reports:** _____

Transitions Newsletters: _____ **Other (please specify):** _____

Tax Receipts required? _____

Comments: _____
