

## FAQs

### What is a Community Hosted Event?

A Community Hosted Event is a **fundraiser** held on behalf of Victoria Hospice, but organized and run independently by individuals or groups in the community.

### How will the proceeds of the event be used?

Almost of Victoria Hospice's annual program costs are funded by donations from people like you. Funds raised through your event will help provide compassionate end-of-life care for patients on our Unit and in their homes, as well as bereavement support for their families. If you would like to support a particular area of our care, please let us know.

### 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!

### I'm ready to host a Community Event! Where do I start?

Contact Raisa at Victoria Hospice at: 250-519-1741 or email: [rfrenette@victoriahospice.org](mailto:rfrenette@victoriahospice.org)

### How are charitable tax receipts issued?

Any donation over \$20 is eligible for an official charitable tax receipt. Ticket purchases, raffle tickets, silent auction purchases, and merchandise purchases are not eligible for a tax receipt. Official tax receipts will be issued by Victoria Hospice upon receipt of the full donation amount, full name/address, and phone number.. Donation forms can be provided upon request to help capture donor information for your event. Please refer to our tax receipting guidelines for more details.

### Can a Victoria Hospice Society representative attend my event or provide volunteers?

While we do our best to attend each and every event, we cannot guarantee we can attend. We are able to put a "volunteer call out", but again cannot guarantee volunteers will be available for your needs. We are happy to discuss the scope and needs of your event and help or participate if we can.

**Do you have promotional materials available for my event?**

We can provide a banner, donation box, brochures, newsletters, and donation forms.

**Can I use Victoria Hospice's logo for my event?**

Yes, please email Raisa Frenette at [rfrenette@victoriahospice.org](mailto:rfrenette@victoriahospice.org) for a digital file of the "In Support Of" Victoria Hospice logo. All materials (printed or digital) mentioning Victoria Hospice or containing our logo must be submitted for approval prior to publishing/printing.

**Can we have a cheque presentation?**

Yes, we're happy to organize a cheque presentation. Please contact Raisa Frenette [rfrenette@victoriahospice.org](mailto:rfrenette@victoriahospice.org).

**Where do I send donations?**

Donations can be sent to our office or delivered in person during business hour Monday – Friday from 8:30 AM - 4:30 AM. If you choose to mail your donation, please ensure that you do not mail cash. Cheques can be made to Victoria Hospice Society.

Address:

Victoria Hospice Society  
Attn: Development Officer, Community Events  
4<sup>th</sup> Floor Richmond Pavilion, Royal Jubilee Hospital  
1952 Bay Street  
Victoria, BC V8R 1J8

*Donations should be submitted within 30 days of your event.*