

Victoria Hospice: Community Hosted Event FAQs

What is a Community Hosted Event?

A Community Hosted Event is a fundraising activity organized and run independently by individuals or groups in the community, but held on behalf of Victoria Hospice. These events are a wonderful way to support our mission and make a difference in the lives of those we serve.

How will the proceeds of the event be used?

The funds raised from your event will directly support Victoria Hospice's vital services, including:

- Enhanced hospice care on our 18-bed inpatient unit
- Care at home through our Palliative Response Team
- Bereavement support for individuals experiencing grief and loss
- Counseling services, including specialized care for children and youth
- Music Therapy
- Spiritual Care
- Special comfort items and equipment
- Education, training, and research to improve and advance hospice and palliative care

If you have a specific area of care you would like to support, please let us know, and we can direct the funds accordingly.

How will Victoria Hospice support the event?

We are committed to ensuring your event is a success. Our support includes:

- Providing information about Victoria Hospice
- Approving the use of our logo and name on your promotional materials
- Assisting with tax receipting information

We encourage you to contact us early in your planning process to discuss your event and how we can best assist you.

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

To get started, please contact Carley Gibson at Victoria Hospice:

- Phone: 250-519-1741
- Email: carley.gibson@victoriahospice.org

How are charitable tax receipts issued?

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

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

We strive to attend as many events as possible, but we cannot guarantee attendance. We can issue a "volunteer call out" to see if volunteers are available to help with your event. We are happy to discuss the scope and needs of your event and assist or participate if we can.

Do you have promotional materials available for my event?

Yes, we can provide a variety of promotional materials, including:

- Banners
- Donation boxes
- Brochures
- Newsletters
- Donation forms

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

Yes, you can use Victoria Hospice's logo for your event. Please email Carley Gibson at carley.gibson@victoriahospice.org to request 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 before they are published or printed.

Can we have a cheque presentation?

Absolutely! We are happy to organize a cheque presentation. Please contact Carley Gibson at carley.gibson@victoriahospice.org to arrange this.

Where do I send donations?

Donations can be sent to our office or delivered in person during business hours, which are [Monday](#) through [Friday](#) from 8:30 AM to 4:30 PM. If you choose to mail your donation, please do not send cash. Cheques should be made payable to Victoria Hospice Society.

Address:

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

Donations should be submitted within 30 days of your event. Thank you for your support and for helping us continue to provide compassionate care to those in need.