



Chatham-Kent Hospice Foundation Community Fundraiser Agreement

Thank you for your interest in hosting a third-party fundraising event in support of the Chatham-Kent Hospice Foundation (CKHF). Events organized and held independently by third-party organizers are always welcome and very much appreciated, however there are guidelines and CKHF policies that must be followed.

To assist you with planning a successful event, please review the following terms and conditions and connect with our Special Events Coordinator. Applications must be approved by CKHF prior to advertising or holding the event.

Terms and Conditions

A. General Guidelines

Third-Party fundraising involves independent projects organized by an individual, group, or business to raise funds on behalf of CKHF. The event organizer must make it clear to sponsors, participants, and the general public that CKHF is the beneficiary of the event although it is not hosting the event.

To use Chatham-Kent Hospice/Chatham-Kent Hospice Foundation name as a beneficiary, CKHF must receive a minimum of 50% of the net proceeds from the event. If more than one charity are the beneficiaries, CKHF must receive a minimum of 25% of the net proceeds unless agreed upon in advance with the Chatham-Kent Hospice Foundation.

The Chatham-Kent Hospice/Chatham-Kent Hospice Foundation cannot sell tickets or collect ticket or sponsorship money for third-party event organizers.

Fundraising events must comply with all relevant provincial and federal laws.

B. Branding and Promotional Materials

The Chatham-Kent Hospice Foundation must review and approve all promotional materials that include our name/logo including prior to production or distribution. This includes press releases, public service announcements, posters, brochures, advertising, and other materials. It is the responsibility of the event organizer to distribute the promotional materials to the public and media. When appropriate CKHF may promote the event through:

- Chatham-Kent Hospice website (with a link to event website if appropriate);
- Social media channels including Facebook and Instagram;
- Internal advertisement to staff and volunteers; and
- Other communication channels.

Chatham-Kent Hospice Foundation is not able to share its mailing lists, donor, or hospice resident information.

C. Use of Chatham-Kent Hospice Foundation’s Logo and Name

The Chatham-Kent Hospice/Chatham-Kent Hospice Foundation logo cannot be used or reproduced for any reason without prior written approval from CKHF. The name or logo may not be modified.

In naming the event/promotion, CKHF may not be listed as partner, sponsor or supporter of the event or its organizers; instead, it should be listed as the beneficiary of the event. For example, promote the event as the “Norma Owens Golf Tournament to Benefit Chatham-Kent Hospice Foundation” and not as “The Chatham-Kent Hospice Golf Tournament”.

D. Financing and Banking

No bank accounts may be set up in the name of Chatham-Kent Hospice/Chatham-Kent Hospice Foundation. All cheques must be made payable to the event organizer group(s), expenses should be paid by the organizers, and the proceeds then donated to CKHF within 30 days of the event conclusion. Should event expenses be greater than the funds collected, the organizer is responsible for payment.

Chatham-Kent Hospice Foundation is not able to provide funding or reimbursement of event expenses such as licenses, insurance, permits, prizes, auctions, awards, etc.

E. Volunteers, Staffing, and Representation at Event

The third-party event organizer is responsible for all staffing and recruitment of volunteers for the event. Chatham-Kent Hospice Foundation may promote volunteer opportunities with Hospice volunteers; however, volunteer participation is not guaranteed. Management of volunteers must be done by event organizers.

Requests for attendance by a CKHF representative will be arranged if a representative is available. Limited promotional materials for Chatham-Kent Hospice, such as information brochures, signage, banners, etc., can be provided to the event organizer if requested.

F. Charitable Tax Receipting

Chatham-Kent Hospice Foundation will issue tax receipts for individual donations of \$10 or more in accordance with Canada Revenue Agency guidelines for fundraising activities. The issuing of receipts must be approved by CKHF prior to the event. Receipts may only be issued for the actual amount of the donation and donations that **do not** receive a tangible item or benefit in return. For example, a ticket purchased to attend a dinner or a silent auction purchase is considered a tangible benefit.

To process receipts for individual donors, CKHF must receive a list including the donor’s name, mailing address (including postal code), phone number, email, and donation amount along with the funds. An Event Donation Record to record this information is available upon request. Individuals must be made aware that their information will be forwarded to CKHF and, in line with Privacy Legislation, must be given the opportunity to “opt-out” of having such information

forwarded to CKHF. Receipts cannot be issued for funds used to cover the cost of the event or other administrative expenses incurred by the organizer.

Cheques should be made payable to "Chatham-Kent Hospice Foundation".

G. Privacy

The privacy of our current and past residents, their families, our employees and volunteers must be respected. No photo or name of a resident, family member, volunteer, or staff member may be used without the prior permission of CKHF.

H. Insurance and Licensing

Chatham-Kent Hospice Foundation is unable to provide insurance coverage for third-party events and it will not assume any legal or financial liability of third-party fundraising events. The event organizers are responsible for obtaining any necessary permits, licenses, or insurance required. Proof of insurance with CKHF listed is required if the event is being held at a location owned by a public entity.

For organizations that require a lottery license but are not qualified to obtain one, CKHF may apply for a license on their behalf.

I. Liability

The event organizer agrees to release Chatham-Kent Hospice/Chatham-Kent Hospice Foundation, its officers, directors, employees and volunteers from all liability regarding the event.

Organizers must agree to provide updates and changes to events, as soon as possible, to the Special Events Coordinator. If circumstances warrant, Chatham-Kent Hospice Foundation may at any time, through the Executive Director, instruct the cancellation of any third-party event. By executing the third-party event agreement, event organizers agree to release Chatham-Kent Hospice/Chatham-Kent Hospice Foundation, and its officers, directors, employees and volunteers from any and all liability and connection to such action.

To complete or submit the application, please contact Katherine Stinson, Special Events Coordinator, at kstinson@chathamkenthospice.com or 519-354-3113 ext. 2409.

I have read and will comply with the fundraising event guidelines:

Signature: _____ Date: _____