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## Third Party Event Policy

### **Overview:**

Third Party Events are fundraising events that are led and managed by members of the community in order to raise funds and awareness for Georgetown Hospital. Proceeds from these events come to the Georgetown Hospital Foundation to help purchase medical equipment the hospital needs to enhance the healthcare services it provides. Third Party Events provide significant revenue and are an important source of public awareness for the Hospital and Foundation.

At the same time, the Foundation Office has limited resources with which to support community members who are putting together a Third Party Event. This Policy will serve to outline the support that organizers of a Third Party Event can expect to receive from the Foundation.

### **Policy:**

1. The following are services the Foundation can provide to assist a Third Party Event:
  - send a limited number of invitations that are printed, stuffed and have postage added by the Third Party Event organizers
  - post and send internal hospital announcements/invitations
  - arrange a cheque presentation with the newspaper for events that raise \$1,000 or more
  - When appropriate, issue charitable donation receipts according to the terms of a signed Third Party Event agreement and the guidelines provided by Canada Revenue Agency
2. Following are services the Foundation is not able to provide to a significant extent:
  - volunteers and/or staff to run an event
  - cannot guarantee any ticket sales
  - recruitment of sponsors
  - securing of prizes, auction or raffle items
  - mailing lists
3. Proceeds from a Third Party Event should be directed toward the purchase of capital equipment approved by the Hospital's senior team and Medical Advisory Board as a top priority need.
4. Use of the name of the Hospital or the Foundation in any promotional work should be discussed with the Foundation beforehand to ensure proper use of logos and to make sure the purposes of the Third Party Event are in line with the mission and vision of the Georgetown Hospital Foundation.