



St. Joseph's Hospice "Host Kit" for 3rd Party Fundraising Events Contract

St. Joseph's Hospice Resource Centre of Sarnia Lambton

475 Christina St. N.

Sarnia, ON N7T 5W3

Phone: (519) 337-0537

Fax: (519) 337-0540

www.stjosephshospice.ca

Facebook: St. Joseph's Hospice

Charitable Registration Number: 83268 1670 RR0001

INSIDE YOUR HOST KIT

About St. Joseph's Hospice	3
What is a 3rd Party Fundraiser?	4
Getting Started	4
Host an Event Agreement	5
Promotion & Logo Usage	5
Finance & Tax Rules	6
Liability & Cancellations	6
Liabilities & Cancellations Cont'd	7
Sign Off	7

About St. Joseph's Hospice

Since 2005, St. Joseph's Hospice has been serving the community of Sarnia-Lambton as a Resource Centre for terminally ill people as they face their illnesses and support programs for people who are caring for or grieving the loss of a loved one. In response to a community need, we expanded our services to include the Residential Hospice in late 2009. In December 2009, St. Joseph's Hospice opened its doors with a new 10 suite home-like residence where we provide 24-hour specialized palliative care to people living with a terminal illness, as well as those in their life circle. The residence and all the programs and services we have to offer are FREE of charge.

St. Joseph's Hospice is not fully funded. We rely on donations, special events, and third party events to provide more than 53% of our total budget. The Ontario Ministry of Health and Long-Term Care funds ONLY nursing and personal support workers – the remaining costs are therefore covered through fundraising. In real numbers, \$1.5 million in fund development is needed each year to provide valuable services to the clients, residents and family members in our community.



St. Joseph's Hospice Residence
140 Water St.



St. Joseph's Hospice Resource Centre
475 Christina St. N.

What is a Third Party Fundraiser?

A Third Party Fundraiser is an event or activity that involves independent projects undertaken by an individual, company or organization, for the purpose of raising funds for, or on behalf of, a chosen charity.

By choosing St. Joseph's Hospice as your chosen charity, we take great pride in working alongside you and ensuring you have all the resources and materials you will need. By acting independently and with our approval, third party events are a crucial aspect to our fund development plan and raising funds for our programs and services.

Thank you for choosing St. Joseph's Hospice as the beneficiary of your third party fundraiser, and for your commitment to our organization!

Getting Started

This "Host Kit" for third party fundraising events was created to help you understand the guidelines and rules of hosting a Third Party Event for St. Joseph's Hospice. In the folder provided, you will find valuable resources to help you with your fundraising efforts. Items included in our third party package are a checklist, sample e-mail, sample sponsorship letter, a Do Not Contact List of companies in the Sarnia-Lambton area, and other various resources.

Please note that we only include a "Do Not Contact List" to ensure that we are not exhausting our resources. The companies on this list are our current event sponsors.

You can also find in this Third Party Fundraiser Host Kit, business cards of Hospice contacts in regards to your Third Party Event.

We want to help you in any way we can. We must also exercise care to ensure that your event falls within our organizational and legal guidelines. This "Host Kit" was created to support you with your project as well as to help you understand our needs around third party events.

Host an Event Agreement

St. Joseph's Hospice thanks you for your interest in hosting a fundraising event to benefit St. Joseph's Hospice Sarnia Lambton. Events such as yours are important in the Hospice's efforts to raise funds and awareness that St. Joseph's Hospice provides care to anyone living with end-of-life difficulties or in their final stages of terminal illness. The following guidelines are established to ensure that your event is compliant with St. Joseph's Hospice policies and procedures.

Promotion and Logo Usage:

St. Joseph's Hospice has no fiduciary responsibility for your event(s) and assumes no liability for its planning or execution, including all promotion, set-up, staffing (including volunteers), or the collection and management of funds/donations.

If you require a St. Joseph's Hospice logo for carrying out your event and your promotional needs, it is available upon request. By receiving a St. Joseph's Hospice logo, you are required to send our Fund Development Department a copy of your poster or advertising material and it must be approved before the promotional material can be available to the public. You are strictly prohibited, however, from using any other trademark, service mark, logo or copyrighted materials of St. Joseph's Hospice for your event(s) without the express written consent of the Hospice.

St. Joseph's Hospice does not endorse products, firms, organizations, individuals, or services. Accordingly, your event(s) must be promoted and conducted in a manner that avoids any statement or appearance of an endorsement by the Hospice.

All promotional materials must clearly state that your event is raising funds that will benefit St. Joseph's Hospice, and include the percentage or amount that will be donated to the Hospice.

St. Joseph's Hospice cannot solicit sponsors for your fundraising event and does not provide any donor, volunteer, mailing lists, press contacts, press releases, or formal advertising.

Finance and Tax Rules:

St. Joseph's Hospice will process the final net proceeds of your event(s). Under no circumstances will third party revenues and expenses flow through the Hospice.

St. Joseph's Hospice must receive all net proceeds within (30) business days of the conclusion of each event and/or promotion. The event host will also provide the Hospice a completed host form recording the net donation and individual contributions.

You may not establish a bank or other deposit or transaction account in the name of St. Joseph's Hospice. If payments are made to the event organizer the payments will not be receiptable for income tax purposes. If the payments are made to St. Joseph's Hospice donations are typically tax receiptable.

St. Joseph's Hospice sales tax exemption(s) (on purchases) cannot be extended to any event or fundraising effort.

Liability and Cancellation:

All third party events must...

- Comply with all federal and local laws applicable to any event, including fundraising rules and regulations.
- Determine the extent of and obtain its own liability insurance for the event sufficient to cover any claim that may arise out of the event. The third party event organizer agrees to indemnify and hold St. Joseph's Hospice harmless from and against any and all losses, damages, costs, attorney's fees, expenses, and liabilities incurred in connection with, or with the defense of, any claim or action or proceeding arising out of or incurred in connection with the event.
- Obtain all permits and/or licenses necessary for fundraising in the municipality in which the event is to occur (ex. the sale or service of liquor.)

Inform invitees and participants that the event is not produced, supervised or sponsored by St. Joseph's Hospice and that St. Joseph's Hospice is neither responsible nor liable for any acts or omissions related to the event.



The following fundraising activities are prohibited in conjunction with third party events for the benefit of St. Joseph's Hospice:

1. Programs that raise money on commission
2. Events involving the promotion or support of a political party or candidate, or those which appear to endorse a political activity
3. Direct solicitation (including but not limited to door-to-door canvassing, telemarketing or internet).
4. We do not authorize 50/50 draws or Quarter Auctions on our behalf.

St. Joseph's Hospice may direct you, and you agree to comply with the direction, to cancel your event(s) and withdraw any and all use of St. Joseph's Hospice name with your event(s). Such direction may occur for any reason, including St. Joseph's Hospice belief that your event or any consequences that contribute to or result from your event(s) may have a negative effect on the mission, credibility, or reputation of St. Joseph's Hospice.

Sign Off:

You, as the event organizer, must register your event (30) business days in advance with St. Joseph's Hospice by accepting this agreement.

I accept and agree to abide by the terms of these guidelines with respect to my event(s) to benefit St. Joseph's Hospice. I hereby release and agree to indemnify and defend St. Joseph's Hospice, its officers, directors, employees and agents, from and against any and all claims, loss, liability, damages and expenses imposed against or incurred by St. Joseph's Hospice arising out of or related to any event I host or any violation by me of these Host Guidelines.

By signing you understand and agree to comply with St. Joseph's Hospice rules and regulations for conducting a third party fundraiser and this third party contract.

Print Name: _____ **Date:** _____

Signature: _____