

To host an official third-party fundraising event, Residential Hospice of Grey Bruce (RHGB), kindly requests prior notice and completion of a Third-Party Event application.

An official third-party event is defined as one where an application has been approved and meets the following criteria:

- the event is initiated by an outside party,
- all, or a portion of, the funds are designated to Residential Hospice of Grey Bruce,
- the Residential Hospice of Grey Bruce name is used in advertising to state that RHGB is the designated recipient of the event proceeds,
- RHGB staff involvement is minimal.

The Event Organizer(s) will adhere to the following terms and conditions:

- all third-party events must align with RHGB's mission, vision, and values,
- to conduct a fundraising event, we ask that you complete and submit the Third-Party Event Application Form at least fourteen (14) business days prior to your event,
- the Event Organizer(s) will submit a list of names, addresses, phone numbers and emails of all committee members to RHGB along with the application,
- RHGB does not do door-to-door solicitations and cannot endorse these events.

Liability & Accountability

Residential Hospice of Grey Bruce:

- Will not obtain a liquor license or raffle/lottery license for any Third-Party event and will not be held liable in any aspect.
- Will not be responsible for any financial losses or unsettled accounts of the Event Organizer(s) or fundraising event.
- Will be advised if the event is to benefit other charitable organizations, who they are, and what percentage of the final net revenue that will be shared with RHGB.
- Will be provided with reasonable prior notice of any Third-Party Event cancellation.
- Accepts no legal responsibility and cannot be held liable for any risk, injury or other associated with the Third-Party event.



The Event Organizer(s):

- Is responsible for all permits, licenses (raffle, lottery, liquor, etc.) and insurance.
- Will be required to submit a post event report which provides an accurate and current record of revenue, expenditures, number of participants and other details to RHGB within 30 days.
- Will not enter into any oral or written agreements on behalf of or in the name of RHGB.
- Will be responsible for all expenses related to the event and will arrange for secure handling of all monies/gifts until the official donation is submitted to RHGB.

Event Promotion, Sponsorship & Solicitation

The full name and logo of Residential Hospice of Grey Bruce must be on all promotional materials for Third-Party events. Use of the RHGB name and logo will not be altered in any way and will appear as provided by RHGB.

Prior to printing or distribution of any/all communications related to the fundraising event, draft communications must be submitted to RHGB for final signed approval. This includes all promotional materials including but not limited to brochures, posters, flyers, advertisements, publicity, and social media communications relating to the Third-Party fundraising event.

Residential Hospice of Grey Bruce:

- Reserves the right to withdraw the use of its name at any time and will not assume any liability or costs in doing so.
- Will provide a letter of acknowledgement to Event Organizer(s), for soliciting sponsors and in-kind donations, etc.
- Will not solicit sponsors on behalf of the Event Organizer(s), nor will RHGB provide contacts for sponsorship.
- Will have final, signed approval of all event sponsors.
- Will at its discretion, if requested, provide informational materials about RHGB such as brochures, etc. for use/display at event.
- Will not provide any staff, donor, or volunteer contact lists.

Any Third-Party Event Organizer must disclose to all potential event sponsors and media contacts the nature of the Third-Party agreement, that RHGB is the recipient of the event proceeds and that RHGB is not the host or sponsor of the event.



Staffing/Volunteers

The Event Organizer(s) will provide all staffing for the event. RHGB cannot guarantee staff or volunteer representatives will attend or participate in the event. Involvement of RHGB staff and volunteers will be at our discretion and will be based on availability, location, and the nature of the event.

Donation Receipts

Residential Hospice of Grey Bruce Inc. is a registered charity (83187 7105 RR0001).

RHGB will only issue tax receipts in accordance with CRA regulations. For further details please speak with the Fund Development team at RHGB.

- Tax receipts will not be issued for Donations “in-kind” (item/goods or service).
- RHGB may issue a business acknowledgement letter to event sponsors upon request.

Once your third-party fundraiser has been approved, we will provide you with a template form for collecting donation information from participants. If applicable, tax receipts cannot be processed until the event organizer sends the funds and the donation information forms to the RHGB office. Processing tax receipts takes approximately 2-4 weeks after the donation has been received.

By publicly naming RHGB as the beneficiary of the event, the Event Organizer(s) are required to donate the amount agreed upon of the net proceeds to RHGB within 30 days of the event. The Third-Party Event Organizer agrees to handle all monetary transactions for the fundraising event.

