



APPENDIX A

Third Party Event Policy

The Valley Hospice Foundation evaluates and approves third party events based on the following criteria:

- Consistency with the Foundation's mission, vision and values
- The ability of the third-party organizers to
- complete the event
- The profitability and/or public relations value of the event
- Any potential for conflict with existing Foundation events, promotions and partners

Procedures

a. Contact

Third party event organizers will contact the Valley Hospice Foundation a minimum of two weeks in advance of the event.

b. Complete application form

Third party event organizers will complete an application form to provide information on the planned activity. The Coordinator (in consultation with the Fundraising Committee) will determine (within 3 working days after receiving the application) if the proposed event meets the criteria above and will inform the applicant of the decision.

c. Third Party Event Guidelines

Third party event organizers will read and sign Third Party Event Guidelines which state that:

1. Valley Hospice Foundation (VHF) will not assume any logistical, legal or financial responsibility related to the event
2. The event organizers must comply with all applicable federal, provincial and municipal laws and regulations
3. VHF will not provide any staff time or volunteers unless otherwise agreed upon



APPENDIX A

4. VHF will not be responsible for ticket sales or promotion unless otherwise agreed upon
5. Only upon approval will VHF allow the use of its logo and name to promote the event
6. In order to avoid duplication, all sponsorship/donation lists must be pre-approved by the Coordinator of the VHF
7. The event organizers will provide the VHF with Post-Event documentation within two weeks of the completion of the event will provide the VHF with Post

Foundation Responsibilities

The Coordinator of the Valley Hospice Foundation (in consultation with the Fundraising Committee) will:

1. Allow (with permission) the use of the VHF logo and name
2. Provide a letter of support to be used to validate the authenticity of the event
3. Promote the event through the VHF website and social media as appropriate
4. Provide a third- party tool kit to be used in planning the event
5. Provide tax receipts for direct donations that have all required documentation and are in accordance with CRA requirements and VHF policies.
6. Discuss the options for designation of the proceeds of the event

Acknowledgments

I acknowledge that I have read and will adhere to the VHF Third party event policy and procedures and have reviewed the Third-party event Toolkit. VHF reserves the right to withdraw its name from the event at any time should policy or procedures be violated.

_____	_____	_____
Applicant Name	Applicant Signature	Date
_____	_____	_____
VHF Designate	VHS Designate signature	Date



APPENDIX B

Third Party Event Proposal Form

Valley Hospice Foundation (VHF)

Event Name: _____

Date: _____ Time: _____

Location (address) _____

Contact name: _____ Contact number: _____

Contact Address: _____

Contact e-mail: _____

Fundraising goal: _____ Expected number of attendees: _____

Description _____

Would you like a VHF representative to attend the event (Circle one) Yes / No?

If yes, what involvement will they have? (Please note this is subject to availability)

___ Speech ___ Cheque presentation ___ Provide promotional material ___

Will you need VHF to issue charitable tax receipts? Yes ___ No ___

Additional details:



APPENDIX C

VHF Third Party Post-Event Report

Event Information

Name of event: _____

Date of event: _____

Attendance: _____

Number of volunteers: _____

Funds raised: Gross _____ Expenses _____ Net: _____

Please attach the documentation for tax receipts (if applicable)

Recommendations for future events:
