



## 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





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- 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

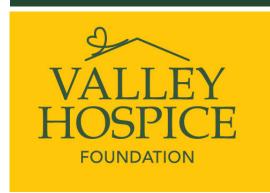




## APPENDIX B —

## 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 VH	F representative to attend the event (Circle one) Yes / No?
If yes, what involver	nent will they have? (Please note this is subject to availability)
Speech	Cheque presentationProvide promotional material
Will you need VHF t	o 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 documenta	tion for tax receipts (if app	licable)
Recommendations for future	events:	