



Victoria Hospital Foundation
Enriching the Heart of Northern Health Care

Third Party Event Application

Thank you for helping the Victoria Hospital Foundation raise money to help bring better healthcare closer to home! We appreciate your passion and want to help you be successful!

All individuals and organizations who wish to host a special event or activity in support of the Victoria Hospital Foundation (VHF) are asked to complete this application form and submit for approval by VHF. This application shall be approved by VHF prior to publicizing or holding an event on VHF's behalf, or in support of VHF. This application process is a way to help you and our office work together by setting goals, managing expectations and teaming up for our hospital!

To submit this form:

- Send to our mailing address :
Victoria Hospital Foundation
1200 24th Street West , Box 3000, STN Main
Prince Albert, SK S6V 5T4

OR

- Fax it to (306)765-6120 OR
- Scan and e-mail to vhfoundation@paphr.sk.ca

Contact Information:

Name of Organization / Individual organizing the event

What category best describes the event organizer:

Business or Organization School Service Club Individual

Name of Primary Contact Person:

Address _____

City _____ Prov. _____ Postal Code _____

Phone: (Business) _____ Phone: (other) _____

Email _____

Event Details:

Name of event

Type of event: ___ One Time ___ Annual ___ Ongoing

Date of Event: _____

Location of Event: _____

Target Group: ___ Family/Friends ___ Members ___ Customers ___ General Public

What inspired you to host this event?

Briefly describe the event and how funds will be raised

Budget:

We recommend you do up an event budget. Even a simple one will help keep you on track and will prevent expenses from running away on you.

What is your fundraising goal? \$ _____

What do you estimate your total expenses will be? \$ _____

What percentage of net proceeds will you be donating to the VHF? _____%

Sample of a simple event budget worksheet:

School name
Teacher name

Event Planner

Event Information

Date: _____	Number of People: _____
Time: _____	Occasion: _____
	Location: _____

Cost

Budget

Per Person: _____	Total Revenue: _____ \$0.00
Total: _____ \$0.00	Cost per Ticket: _____
	Total Budget: _____

Expenses

Food Total: _____ \$0.00	Decorations Total: _____ \$0.00
Food 1 _____	Decorations 1 _____
Food 2 _____	Decorations 2 _____
Food 3 _____	Decorations 3 _____
Food 4 _____	Decorations 4 _____
Beverage Total: _____ \$0.00	Admissions Total: _____ \$0.00
Beverage 1 _____	Tickets _____
Beverage 2 _____	Security _____
Beverage 3 _____	Staffing _____
Beverage 4 _____	
Music Total: _____ \$0.00	Miscellaneous Total: _____ \$0.00
DJ _____	Misc 1 _____
Band _____	Misc 2 _____
	Misc 3 _____
Marketing Total: _____ \$0.00	Misc 4 _____
Invitations _____	Misc 5 _____
Posters _____	Misc 6 _____
Newspaper _____	Misc 7 _____
	Misc 8 _____

Promotion:

Briefly describe the proposed publicity plan for the event/activity (how you plan to promote your event)

Will promotional flyers and posters be printed? ___ Yes ___ No

If yes, please indicate the extent of distribution and dates of release:

Does the event organizer plan on using the Victoria Hospital Foundation's name/logo in printed material and other publicity? ___ Yes ___ No

Please note:

Victoria Hospital Foundation's name and logo are the sole property of VHF and can only be used with VHF's express written permission. All materials featuring the name and/or logo must be approved by VHF.

Support Provided to Event Organizers by VHF

How the Victoria Hospital Foundation CAN help you:

- Offer advice and expertise on event planning, communications, marketing or publicity for the event
- Provide a letter of support to be used to validate the authenticity of the event and the organizers
- Provide a media list for press releases
- Approve the use of our name, as appropriate
- Provide limited promotional materials
- Acknowledge direct contributions to VHF and issue tax receipts for donations over \$20 made in the name of **Victoria Hospital Foundation**
- May have staff and volunteers attend the event and/or attend for cheque presentations

VHF will be pleased to provide a limited number of promotional materials for your event such as brochures and display materials. The extent and number to be determined following completion of the agreement, based on cost and requirements. Please note that in order to fulfill your requirements; four (4) weeks' notice is required prior to the start of your event.

What the Victoria Hospital Foundation can NOT do for you:

- Offer funding or reimbursement for expenses
- Share mailing lists of donors, sponsors or volunteers
- Promote your event anywhere other than through our internal communication methods, our website or social media.
- Guarantee staff or volunteer attendance at your event

Important Notice:

- **Unauthorized use of VHF's logo or name is prohibited**
- **Charitable donation receipts will only be issued in accordance with the Canada Revenue Agency (CRA) guidelines. The final decision to issue official donation receipts rests with VHF. We have enclosed Receipting Guidelines to assist you with your planning.**
- **Whenever possible, VHF would appreciate written results or photos of the event, which may be included in VHF publications or acknowledgments.**
- **When a representative of VHF is invited to speak or attend the event, the organizer will provide a complimentary ticket or admission to the presenter.**
- **VHF reserves the right at any time to withdraw the use of its name.**
- **At VHF, privacy is a priority. We adhere to all legislative requirements to protect privacy. If you have any questions regarding our privacy policy, please contact our office at (306)765-6105.**

Victoria Hospital Foundation does not approve of the following types of fundraising;

- *Events involving promotion of a political party, candidate or appearing to endorse a political activity.*
- *Any activity or parody that results in the disrespect of any individuals.*
- *A third party independently soliciting funds through door to door, telemarketing or through the internet as it may impede VHF's own ongoing activities.*
- *Fundraising activities that conflict with VHF's current fundraising commitments.*

And remember.....call or email us anytime!
Monday – Friday 9 am - 4:30 pm (306)765-6105
vhfoundation@paphr.sk.ca
We're here to help!

