



Plan Your Own Event Guide





Holding a special event to support healthcare by fundraising for the Vernon Jubilee Hospital Foundation is a great way to achieve your philanthropic goals, build community spirit and raise awareness for the health of our community. By holding a fundraising event for the Vernon Jubilee Hospital Foundation you are making a difference in the lives of people dealing with all kinds of health issues and events from birth to end of life and everything in between.

Why support the Vernon Jubilee Hospital Foundation?

When you donate to the Vernon Jubilee Hospital Foundation as an independent fundraiser, you are joining hundreds of others who want to ensure the best quality healthcare is here in our community.

The Vernon Jubilee Hospital Foundation has more impact in improving healthcare than any other charity in Vernon. The Foundation does everything it can to prevent illness, save lives and support people living with all kinds of health related issues. Our goal is to serve our community by funding our hospital, residential care and community health initiatives here at home.

Where will your money go?

The Vernon Jubilee Hospital Foundation funds healthcare in many ways. It funds health initiatives in Vernon, Armstrong, Enderby, Spallumcheen, Coldstream, Lumby, and Lake Country. VJH Foundation touches the lives of every person in the North Okanagan.

Hospital:

The Vernon Jubilee Hospital Foundation is the largest charitable funder for our hospital and along with the auxiliary currently funds approximately 50% of all new equipment. In addition, we champion projects such as new facilities, cancer centre, medical imaging and mental health.

Residential:

The Foundation funds new and replacement equipment and comfort items at the Interior Health operated residential care facilities in the communities in our catchment.

Community Health:

The Foundation supports: primary care, mental health, chronic disease management programs, health promotion, and collaborations between Interior Health services and community based services.



1. Contact Us

Vernon Jubilee Hospital Foundation staff can help you with ideas and provide you with information and support in planning your event.

2. Event Ideas

Anything is possible with a little imagination but here are some suggestions that have worked for others:

- A-thon (spin-a-thon, yog-a-thon, book-a-thon)
- Car wash
- Fashion show
- Fitness challenge
- Gala
- Murder mystery
- Pancake breakfast
- Scavenger hunt
- Sports theme party (Grey Cup / Superbowl)
- Tournaments

3. Set the Date & Venue

Schedule your event for a day that gives you enough time to plan and promote it. Make sure it's not competing with another event happening in your community and don't forget about holidays that occur throughout the year.

Booking your event in an accessible location is crucial. Make sure it has all the amenities you need and if it's an outdoor activity be sure to remind participants to practice Sun Sense and always have a Plan B in case of rain.

4. Set your Fundraising Goal & Budget

Set a fundraising goal for your event and plan how you expect to reach your goal. Create a budget to manage all expenses like rental equipment, fees, decorations, etc. and estimate the potential income from your fundraising activities. Determining your budget will help you to decide whether your fundraising target is realistic. Remember to always monitor your expenses.

5. Do you Need a License?

Check with the Municipal Hall, Police, Gaming Policy & Enforcement Branch and Liquor Control and Licensing Branch in your city to determine if you need any licenses (e.g. raffles, liquor) and how long it takes to get them. Four to six weeks are needed for the processing of some permits.

6. Donations & Tax Receipts

Donation cheques should be made out to the Vernon Jubilee Hospital Foundation. Cash can be collected and exchanged for a bank cheque made out to Vernon Jubilee Hospital Foundation.

If you have a very large event planned, you might want to open a bank account in the name of the event.

The Vernon Jubilee Hospital Foundation is a registered charity and is eligible to issue tax receipts for donations over \$25 for events that have submitted an event proposal form in advance. Some Canada Revenue Agency conditions apply.

For more information check out our tax receipting information sheet or go to the Canada Revenue Agency web site: www.canada.ca/en/services/taxes/charities.html.

Tax Receipting Guidelines for Independent Fundraising Events

The Vernon Jubilee Hospital Foundation is proud to be your charity of choice. The next section outlines the Canada Revenue Agency (CRA) tax policies that apply to donation tax receipts. To ensure a successful event, please read these guidelines before undertaking your event.



Independent fundraising events (IFE) are those organized by enthusiastic people like you who hold their own events to raise funds for the Vernon Jubilee Hospital Foundation – with limited involvement from the Foundation.

The planning and expenses associated with the event are the responsibility of the event organizer. However Foundation staff can provide guidance, support collateral and the use of our logo. As well, the Foundation can provide tax receipts to event participants/ donors provided CRA guidelines are followed.

IFE Tax Receipting & Reporting in Compliance with CRA Regulations

IFE organizers wishing to request tax receipts from the Vernon Jubilee Hospital Foundation for event participants must gain approval prior to the event and must comply with certain requirements for record-keeping and financial accountability.

In accordance with CRA's regulations, when an independent fundraising event takes place that the Vernon Jubilee Hospital Foundation was not aware of in advance, the Foundation must not issue tax receipts.

Tax Receipts

Donors to your event are eligible for tax receipts if they donate directly to the Vernon Jubilee Hospital Foundation (e.g. writing their cheques out to the Foundation) – these donations will be credited to your fundraiser since your event inspired the donations to the Foundation.

Event organizers must submit their list of donors and money soon after their events end to prevent delays in receipting donors.

Donations of less than \$25 will not be receipted unless specifically requested.

The total amount that the Foundation receives must be equal to or greater than the amount of tax receipts to be issued. When planning your event, please consider how you will cover event expenses.

For example: a registration fee, concession stand proceeds, sponsors fees or other non-receiptable money. Event organizers should plan how they will cover event expenses. Event Organizers can't claim all event donations for themselves because other people have donated to the cause as well.

For more information on Gifts and Tax Receipting, read further. You can also visit the Canada Revenue Agency's website at cra-arc.gc.ca

Tax receipts can only be issued if a donation is made without a *personal advantage* being received.

Tax receipts can't be issued for purchasing raffle tickets or auction items.

When donors pay registration fees or purchase merchandise at fair market value, no receipt can be issued.

Sponsorship fees are amounts paid to support a charity event in return for advertising or other benefit; therefore no official tax receipt may be issued.

In order to issue tax receipts to IFE donors, the Vernon Jubilee Hospital Foundation requires the following information about the event, donors and donations:



- Copy of the signed Event Proposal Form
- Copy of the Financial Summary Spreadsheet
- Listing of the cheques received and reconciled to the total dollar amount of the receipts to be issued.
- Completed IFE donation forms, noting:
 - Date of the event
 - Name of the event
 - Full names and addresses of donors requiring a receipt

7. Recruit Volunteers

Do you need helpers on the day of your event? If so, determine what duties need to be done and assign them to your volunteers.

To recruit volunteers for your event, consider posting on an appropriate website, community message board, local paper or through word of mouth.

8. Use of Vernon Jubilee Hospital Foundation Name & Logo

To assist you with promotion and authenticity, the Foundation can provide a logo for your event materials (posters, letters, t-shirts, etc). To ensure the Foundation identity is correctly represented, we ask that any promotional materials bearing the Foundation's name or logo be approved by the Foundation.

9. Promote your Event!

Promote your event with posters or other traditional methods but don't overlook online opportunities. Ask us to upload event details to our VJH Foundation website.

Also consider submitting a release or story to local media outlets (print, radio, TV).

Social media is free and very effective! Facebook and Twitter are also great ways to get the word out about your event.

10. After the Event

Now it's time to count and submit the funds you've raised to Vernon Jubilee Hospital Foundation office within 30 days. It's best to have two or more volunteers count money to reduce errors and avoid misappropriation of funds.

Remember to thank those who helped to make your event a success. When their efforts are recognized they'll be more excited to help at your next fundraising event.

Showcase your success! Send us your top five photos and let the media know the highlights and outcome of your event.



Event Proposal Form

Thank you for thinking of the Vernon Jubilee Hospital Foundation (VJHF) for your fundraising. If you (or your organization) wish to host an Independent Fundraising Event (IFE) to benefit the VJHF, we request that you submit a completed proposal to the Foundation for approval. Please email, mail, fax or bring this form to the VJHF office located in the Jubilee Building, South Entrance.

Once your fundraiser has been officially approved, a signed copy of the attached agreement form will be forwarded to the event organizer along with additional information to help you get started with your fundraising.

PLEASE NOTE: This application must be approved by the Vernon Jubilee Hospital Foundation prior to publicizing or holding your fundraiser.

Please select the category that best describes you:

Corporation School Community Service Club Individual Other

Contact information

Name of Organization (if applicable):		
Name of Primary Contact person:		Title (if applicable):
Mailing Address:		
City:		Postal Code:
Home #:	Cell #:	Work #:
Email:		Fax #:

Event information

Event Name:		<input type="checkbox"/> New <input type="checkbox"/> Returning
Event Date:	Event Location:	
What inspired you to hold this event?		
Please describe your event and how the funds will be raised (i.e. ticket sales, raffle, auction, pledges, online fundraising, proceeds from sales).		



Financial information

Please provide us with your best estimates of the following general budget information:

Total Expected Revenue: \$	Expenses: \$
Anticipated Net Revenue: \$	\$/% of Net Revenue to be given to VJHF*:
Date contribution to VJHF is expected:	
*If funds from your event will be shared, please list all beneficiaries and break down proceeds to each.	
Would you like tax receipts for your fundraising activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you read the CRA guidelines on tax receipts? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be engaging in any gaming activities? Raffle 50/50 Draws Bingo Other:	

Support provided by the Vernon Jubilee Hospital Foundation

At the discretion of the office, VJHF would be pleased to provide you with a small supply of promotional materials for your event such as VJHF Informational brochures.

In order for us to fulfill your requests for support, at least 2 weeks' notice is preferred.

Marketing/Publicity information

Will media be attending the event? Yes No

Will promotional materials, such as flyers, posters or advertisements be printed? Yes No

Would you like to request the use of our Logo? Yes No

Privacy statement

We respect your privacy. The Foundation collects your personal information in order to process your request to organize an event for the Vernon Jubilee Hospital Foundation. We may also contact you from time to time with information about other ways you can help us in our mission to ensure the best healthcare for the North Okanagan. If you prefer not to receive this kind of communication from us, call 250-558-1362 or email terri.manke@interiorhealth.ca

Yes, I would like to receive information from the VJH Foundation

Please return completed applications to info@vjhfoundation.org



Independent Fundraising Events policies

Independent Fundraising Events are a very important component of the fundraising activities of the VJHF. Beyond the funds raised, these events help create awareness about the Foundation and bring new support to our organization.

In order to ensure Independent Fundraising Events have a positive impact on the Foundation's public image, the following policies must be followed:

1. VJHF logos are registered trademarks; unauthorized use is prohibited. All materials bearing the Vernon Jubilee Hospital Foundation's name and/or Logo must be submitted to the Foundation's office for approval prior to printing.
2. All event advertising must clearly indicate the exact portions of proceeds to be donated to the Vernon Jubilee Hospital Foundation.
3. Official tax receipts will only be issued in accordance with CRA guidelines. The final decision to issue official tax receipts rests with the Vernon Jubilee Hospital Foundation.
4. Event expenses may not be paid from tax-receiptable donations. All donations requiring a tax receipt must be received in full by the Vernon Jubilee Hospital Foundation.
5. If there is to be any gaming activities at your event (i.e. raffle, bingo or 50/50 draw), a gaming license is required by law. The licensing process may take up to 10 days to complete. Application can be made online at www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising. Please contact the Gaming Office at 1-800-663-7867 to discuss your gaming proposal prior to applying.
6. The Vernon Jubilee Hospital Foundation does not approve programs that involve professional fundraisers, telemarketing and/or an agreement to raise funds on a commission, bonus or percentage basis (with the exception of cause-related marketing programs developed with corporate partners).
7. The Foundation's special event insurance policy does not extend to this event. Independent fundraisers are required to arrange for appropriate insurance coverage for the event. By accepting the terms and conditions set forth in this application, the event organizer clearly understands that they are accepting responsibility for claims that may arise as a result of their event.



Agreement for Independent Fundraising Event benefiting the Vernon Jubilee Hospital Foundation

I, _____ (the IFE Organizer) agree to organize and implement an IFE on _____ (date) with previously specified proceeds to benefit the Vernon Jubilee Hospital Foundation. The IFE shall be described and referred to publicly as follows:

Please check to indicate you have read the following statements:

The Organizer agrees to use only the authorized name and/or logo of the Vernon Jubilee Hospital Foundation in any media and printed materials relating to their event (if name and/or logo are to be used).

No cost or liability associated with this event shall be incurred by the Vernon Jubilee Hospital Foundation.

The Organizer agrees to remit funds to the Vernon Jubilee Hospital Foundation within 1 month of the event.

The Vernon Jubilee Hospital Foundation agrees to provide the Organizer with recognition commensurate with the level of giving according to VJH Foundation policy.

The Organizer agrees to provide all staffing and volunteers for their event.

The Organizer agrees to use its own mailing list for the special event.

The Organizer will obtain all necessary permits, licenses and insurance.

The Organizer agrees to follow the Vernon Jubilee Hospital Foundation's tax receipting policies that adhere to Canada Revenue Agency standards.

The Vernon Jubilee Hospital Foundation reserves at any time the right to withdraw the use of its name.

If the fundraiser is cancelled, the Organizer will notify the Vernon Jubilee Hospital Foundation prior to the planned event day.

Signed: _____ (Organizer)	Print Name: _____
	Date: _____

Signed: _____ (Vernon Jubilee Hospital Foundation)	Print Name: _____
	Date: _____