



Third Party Events

guidelines

What is a third party event?

A third party event is any fundraising activity by a non-affiliated group or individual where Hospice Niagara has no legal responsibilities and little or no staff involvement.

Hospice Niagara is extremely grateful for those who wish to organize events to support our many programs and services.



Hospice Niagara Support

It is important to us that all events associated with Hospice Niagara be consistent with our vision and mandate. Please call our Community Relations Officer to book an appointment and tell us about your event.

Community Relations Officer
Phone: 905-984-8766 x230
Fax: 905-984-8242

Mailing Address
Hospice Niagara—The Stabler Centre
403 Ontario Street, Unit 2
St. Catharines, ON L2N 1L5

INFORMATION ABOUT OUR ORGANIZATION

If you wish to have our brochures or banner at your event, please let us know so we can arrange a time for you to pick them up. We need at least one week's notice to ensure we have enough supplies for you.

LIABILITY & RESPONSIBILITY

Hospice Niagara will not incur any costs or liabilities associated with a third party event. If acquiring licenses and/or insurance for the event, it is the responsibility of the third party to apply, pay for and obtain necessary documents.

REPRESENTATION

If you wish to have a representative from our organization at your event, please make arrangements with our Community Relations Officer.

We are grateful for your support and we would like to say thank you; however, in order to ensure that someone can attend, we require at least two weeks notice. We will also need to know the details of our attendance and your expectation of us.

Please note: Hospice Niagara is not always able to purchase a ticket to events when Hospice Niagara representation is requested as this could get very costly for us.





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NAME & LOGO USE

We are happy to support our third party event holders by authorizing the use of our name and logo. Hospice Niagara's name should only be used to announce that we are the recipients of the proceeds from the event. Please let us know if you would like a digital copy of our logo and we will email it to you. We ask for a copy of all literature and promotional materials that will bear our name and logo.

SPONSORSHIPS

Hospice Niagara cannot solicit sponsorships for Third Party Events. It is the responsibility of the Event Organizer to request support from individuals and businesses. As sponsorships may affect Hospice Niagara's general fundraising campaign, Hospice Niagara requires that the Event Organizer seek approval from Hospice Niagara's Community Relations Officer prior to any solicitation of sponsorships. This will ensure that a wider variety of and businesses are asked for donations rather than always utilizing the same sources.



CHARITABLE TAX RECEIPTS

The Canada Revenue Agency has many regulations governing the distribution of charitable tax receipts. This includes the donations of money, in-kind items and services. Issuing an inappropriate charitable tax receipt can put our charitable tax status at risk, so please do not promise any kind of receipt to anyone.

Hospice Niagara will be responsible for the distribution of charitable tax receipts for monetary donations of \$10.00 or greater if we have the full name and address of the donor and if the donation is made directly to Hospice Niagara. Please contact our Community Relations Officer to discuss charitable tax receipts.

PUBLICITY

Getting the word out about your event is important!

There are various ways that we can help to promote your event;

- E-blast to Hospice Community
- Include an article in our monthly e-newsletter
- Flyer posted on our Volunteer Board and Staff Room
- Flyer distributed as we see appropriate provided copies are given
- Website inclusion on our Event page and "In the News"
- Facebook posting on our Hospice Niagara fan page driving traffic
- Email/Information sent out to all "free" media



Please contact a member of our Community Relations team for more information.