



Hosting a Fundraiser for Bobby's Hospice

Thank You for choosing to support Bobby's Hospice! Every year, we provide quality, compassionate palliative in-patient care and grief support to over 200 people in our community living with a terminal illness and coping with loss. Some of these people are your friends, neighbors and perhaps even family members.

The cost of care at Bobby's Hospice is \$465/day. Government is providing \$210/day which covers the costs of our 24-hour expert nursing team. The remaining costs of care which include food, laundry, medical supplies, heat, lights, laundry, etc. are funded by our generous community. *Your donations to Bobby's Hospice make a tremendous difference right here at home and help people we all know.*

Thank you for helping us to help others!

Hosting a fundraising event is a great way to support Bobby's Hospice and we welcome your generosity and commitment to helping us. Successful past events have included:

- Car Shows
- Judo Tournaments
- Motorcycle Runs
- Concerts
- Yard Sales
- Ball Tournaments
- Golf Tournaments
- Dress Down Days
- 50/50 Draws
- Talent Shows
- And Many Others!



Events must be registered and endorsed by Hospice.

It is important that you contact Hospice to discuss your proposed fundraising event to ensure it does not conflict with other Hospice fundraising activities and that it is something we can endorse. We cannot endorse events that are illegal, unethical, unhealthy or unsafe activities or activities judged "in poor taste" by community and Hospice standards. We also cannot endorse events that duplicate established Hospice fundraising events.

- To register your event, we ask you to complete our Special Event Form and return it to Jamie Godfrey, Development Manager at 385 Dufferin Row, Saint John, NB, E2M 2J9 or via fax at 632-5592 or scan it and e-mail to jgodfrey@hospicesj.ca
- We want to help champion your event's success and we will assist you within the limits of our resources, but we cannot take an active role in planning, funding, organizing, advertising, sponsoring, selling tickets or attending your event. Every year, Hospice must raise over \$1M to keep the doors open and it takes all of our resources to make that happen.
- Your event is created, funded, organized and managed by you and your fundraising team with the proceeds directed to Bobby's Hospice.

Once your event is endorsed by Hospice, we can provide the following if 100% of the proceeds are being donated to Hospice:

- ✓ Provide you with a logo to be used on your promotional materials.
- ✓ Provide information on Hospice such as brochures, community reports, etc. for display at your event if appropriate.
- ✓ Promote your event on our social media platforms in if you provide an electronic copy of your flyer or event information.
- ✓ Provide information on tax receipting guidelines in accordance with Revenue Canada's regulations.
- ✓ Provide recognition of the amount raised with a photo in our Donor Report and on our Facebook Page.

Things we CANNOT do include:

- ☒ Taking an active role in planning or organizing your event or provide staff or volunteer support.
- ☒ Provide insurance coverage.
- ☒ Provide sponsorships, funding or donations to support your event.
- ☒ Provide advertising support.
- ☒ Pursue corporate support for your event.
- ☒ Share access to donor or sponsor contact information.
- ☒ Sell tickets on your behalf.
- ☒ Secure auction items.
- ☒ Guarantee attendance at your event.
- ☒ Obtain permits or licenses.
- ☒ Provide income tax receipts unless the donations are made directly to Hospice.
- ☒ Accept liability for negative outcomes such as injury, financial loss, damages resulting from negligence, etc. You assume all responsibility for minimizing risks and negative outcomes.

Restrictions Imposed by Revenue Canada for Issuing Income Tax Receipts

Tax receipts can only be issued to individuals that provide a *gift*. If there is "any material gain" for the individual/company from the event, the fee paid or money donated does not qualify as a *gift*. Raffle tickets, gaming, dinners, prizes, advertising, etc. do not qualify as gifts. Businesses will not receive an income tax receipt for their sponsorship which often includes a material gain through advertising and promotion.

Businesses can write-off sponsorships as a business advertising expense.

Hospice can only issue receipts in the name of the donor for donations received by Hospice. Receipts cannot be issued for gift certificates, time shares or donated services.



Special Event and Fundraising Registration Form

Name of Event or Fundraiser: _____

Date(s): _____ Time: _____

Location: _____

Description: Briefly describe the nature of the event or fundraiser.

Do you have a connection with Bobby's Hospice? _____

How many people do you plan to have at your event? _____

How much money do you hope to raise? _____

Is the revenue from this event being donated solely to Bobby's Hospice? Yes No (Please Explain)

Contact Name: _____ Phone: _____

Address: _____

City: _____ Postal Code: _____

E-Mail: _____

I (we) agree that our fundraising will comply with the policies and practices of Hospice Greater Saint John.

Name (Please Print)

Date

Signature

Phone Number

Please Return to Hospice Greater Saint John
385 Dufferin Row * Saint John, NB E2M 2J9
Tel: (506) 632-5593 Fax: (506) 632-5592