



Third Party Event Guidelines

A Third Party Event is an event that is planned and organized by an outside party and the funds raised (minus expenses) are donated to Lionel Kelland Hospice. Guidelines provided in this document are made known in advance to anyone wishing to conduct fundraising on behalf of Lionel Kelland Hospice. The Guidelines clarify the capacity of Lionel Kelland Hospice to support Third Party Events. Approval must be provided in advance to any group wishing to hold a Third Party Fundraising Event. The initial step is to complete the "Third Party Fundraising Agreement Form".

The Guidelines below should be followed for all Third Party Events.

1. The organizing group is asked to complete a Third Party Fundraising Agreement Form which provides the event details; event, time, place and contact information, as well as provide Lionel Kelland Hospice with expectations regarding support.
2. Lionel Kelland Hospice will only issue receipts in compliance with the Canada Revenue Agency (CRA) regulations.
3. Lionel Kelland Hospice will not be responsible for or reimburse any expenses incurred throughout the planning and execution of the event.
4. Lionel Kelland Hospice name and logo should appear on all appropriate promotional materials and the design of any materials should be approved in advance.
5. By publicly naming Lionel Kelland Hospice as the beneficiary of an event, organizing groups are required to donate the full amount agreed upon to Lionel Kelland Hospice within 30 days.
6. Upon request, Lionel Kelland Hospice may provide a letter of support to be used to validate the authenticity of the event and its organizers.
7. Lionel Kelland Hospice will not share mailing lists of its donors and supporters, nor is it resourced to sell tickets or solicit donations or items for auctions.
8. Lionel Kelland Hospice will acknowledge and recognize the contribution and effort made by those conducting Third Party Events.

Third Party Fundraising Agreement Form – Lionel Kelland Hospice

Group/Individual Organizing Event:

Contact Person:

Email:

Mailing Address:

Town:

Postal Code:

Tel:

Mobile:

Type of Event:

Event Name:

Start Date:

End Date:

Event Location:

Event Description:

Estimated Event Revenue/Goal:

General Conditions

Anyone carrying out fundraising on behalf of Lionel Kelland Hospice must agree to the following conditions:

1. Lionel Kelland Hospice will only issue receipts in compliance with the Canada Revenue Agency (CRA) regulations. Lionel Kelland Hospice does not issue a tax receipt for Third Party Events unless a straight donation is made to Lionel Kelland Hospice.
2. Lionel Kelland Hospice will not be responsible for or reimburse any expenses incurred throughout the planning and execution of the event.
3. Lionel Kelland Hospice name and logo should appear on all promotional materials and the design should be approved in advance.
4. By naming Lionel Kelland Hospice as the beneficiary of an event, groups are required to donate the full amount agreed upon to Lionel Kelland Hospice within 30 days of the event.
5. Upon request, Lionel Kelland Hospice may provide a letter of support to be used to validate the authenticity of the event and the intentions of its organizers.
6. Lionel Kelland Hospice will acknowledge and recognize the contribution and effort made by those conducting Third Party Events.

Accepted and Agreed

On behalf of Group Conducting Event:

On behalf of Lionel Kelland Hospice:

Name:

Name:

Date:

Date:

Please email this form to info@lionelkellandhospice.ca