

Home Hospice North Lanark (HHNL) Board Manual	
Title/Subject: Third Party Event Application	
Policy Number:	Original Date: November 2019
Approved by: Board of Directors	Revision Date:
Page 1 of 3	Reviewed Date:
Reference Policies	

Third Party Fundraising Events that benefit HHNL — Process

Thank you for your interest in hosting an event to benefit Home Hospice North Lanark (HHNL). You are part of the compassionate community that our hospice group is working to support. We are truly grateful for your interest.

Any individual, organization or business that wants to host an event to benefit HHNL is asked to follow these guidelines:

- Please submit a letter or email describing your event. A representative from the fundraising committee will contact you to obtain the required information for approval. For timely approval and receipt of the HHNL name and logo, please contact us 6 weeks prior to public communication of your event.
- Events and their promotion must align with the values and mission of HHNL.
- Your request will be taken to the Fundraising Committee for approval.
- Your request must be approved before any materials go to print or are posted on social media or a website.
- If HHNL will not be receiving 100% of the proceeds, the percentage must be stated in all publicity (e.g. 50% of proceeds go to HHNL).
- Please inform the fundraising committee contact of all other organizations that will benefit from the event.
- Proceeds should be submitted to HHNL within 4 weeks of the event.

What HHNL **can** do for your event:

- Approve in writing the use of our name and logo.
- Provide a letter acknowledging the authenticity of the event and the use of our name and logo.
- Include announcements of the event on our website and Facebook page.
- Post news of the event when it has happened and acknowledge the direct contributions made to HHNL.
- Send charitable receipts and a thank you note to those contributing over \$20 if required (to be agreed upon before the event).
- Arrange for a HHNL representative to attend if possible

What we **cannot** do for your event:

- Guarantee a HHNL representative will attend the event, although we'll do our best to have someone there.
- Provide funds or reimbursement for expenses.
- Provide insurance coverage.
- Share any of our mailing lists or donor list.
- Solicit sponsorship for the event .
- Send thank you letters to those not receiving tax receipts.
- Support events that are not in keeping with the mission of HHNL.

Please next page for application.

Third Part Fund Raising Event Application Form
(to be completed by HHNL representative)

Date of the proposal _____

Name of group/company or individual hosting the event _____

Name of individual responsible _____

Mailing address _____

Phone number _____

Event name _____

Is this the first time it has been held? _____

If no, how many times has it been held? _____

Are there other beneficiaries; if yes, which organizations _____

Event location and address _____

Briefly describe the event _____

Approved Not approved

Applicant signature _____

Fundraising Committee representative signature _____