

INDEPENDENT COMMUNITY EVENT APPLICATION FORM



Thank you for thinking of supporting VGH & UBC Hospital Foundation. If you or your group wish to host an event or fundraising drive to benefit our hospitals, we request you submit this completed proposal. Please email, fax, or mail to: VGH & UBC Hospital Foundation

Email: events@worldclasshealthcare.ca

Fax: 604.875.5433

Mail: 855 West 12th Avenue, Vancouver, BC V5Z 1M9

The Foundation will contact you within 3-5 business days of receiving the application. If you have any questions concerning the application please call the Foundation office at 604.875.4676 or toll free at 1.877.875.4676

Please do not hold or publicize the event until you have received confirmation from our Foundation.

CONTACT INFORMATION

Group/Organization Planning Event

Main Contact Person – Mr Miss Mrs Ms Dr

Mailing Address

City

Province

Postal Code

Email Address

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Home Phone

Business Phone

Cell Phone

Fax Number

Please select a category that best describes your group/organization:

Corporation

School

Community

Service Club

Individual

EVENT INFORMATION

Name of Proposed Event

Event Date & Time

Event Location

Expected Number of Participants

Address

Postal Code

Type of event: One-time Ongoing Annual

Who is your target market? Family/ Friends Members Customers General Public

What inspired you to hold this event? _____

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FUNDRAISING

Would you like to designate funds raised to a specific program/area of the Hospitals?

- Yes, please designate funds to _____ through VGH & UBC Hospital Foundation
- No, please designate funds to the Best of Health Fund, which helps fund the best in medical equipment, research and patient care needs at VGH, UBC Hospital, GF Strong Rehab Centre.

Will other organizations benefit from this event?

- No
- Yes, funds will also support: _____

Briefly describe the event and how funds will be raised:

Source(s) of revenue: Ticket sales Raffle Sponsorship Live/ Silent Auction Pledges
 Cash Donations Merchandise Sales Other: _____

What is your projected revenue (after expenses are deducted)? _____

Will tax receipts be required? Yes No

EVENT PROMOTION

Do you plan to use VGH & UBC Hospital Foundation’s name and logo in your event promotion?

- Yes No

Please note that VGH & UBC Hospital Foundation must approve any and all name and logo usage, and have final approval prior to printing.

What kind of promotional materials will be created?

- Brochure Poster Tickets Website Other: _____

DONOR RECOGNITION

Upon approval of this application, we would be pleased to recognize your initiative in accordance with the Foundation’s donor recognition policies. Often, this recognition includes listing your name or event publicly.

Should you wish to remain anonymous, please indicate below:

- I/We wish to remain anonymous.
- I/We would like to be included in donor listing and Foundation mailings.

Preferred Name for Recognition Purposes

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EVENT AGREEMENT

I, _____, agree on _____ to:
(Full Name) (Date)

The Event Organizer agrees to:

- Portray a positive, credible public image on behalf of VGH & UBC Hospital Foundation while conducting all activities (related to this fundraising event).
- Abide by the Canada Revenue Agency (CRA) guidelines regarding the issuance of charitable tax receipts.
- Obtain authorization from VGH & UBC Hospital Foundation for the use of its name and logo in any and all media and print materials related to this event.
- Handle any monetary transactions, and present the proceeds to VGH & UBC Hospital Foundation in a timely manner following the event.
- Submit the complete name, addresses and donation information to VGH & UBC Hospital Foundation so that tax receipts may be issued. *Without this complete information, receipts will not be issued.*
- Provide staffing and volunteers for the event.
- Use its own mailing list for the event.
- Obtain all necessary permits, licenses or insurance.
- Notify VGH & UBC Hospital Foundation prior to the original event day if the event is cancelled.

VGH & UBC Hospital Foundation:

- Shall not incur any cost or liability associated with this event.
- Reserves the right to withdraw the use of its name and logo at any time.
- Agrees to recognize the event in accordance with its donor recognition policies.

VGH & UBC Hospital Foundation looks forward to partnering with you on the success of your fundraising endeavors in support of our hospitals.