




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 The Sudbury Hospice Foundation and/or Maison McCulloch Hospice have no legal responsibilities and little or no staff involvement.
-  The Sudbury Hospice Foundation and Maison McCulloch Hospice are extremely grateful for those who wish to organize events to support our many programs and services.


SUDBURY HOSPICE FOUNDATION AND MAISON M^CCULLOCH HOSPICE SUPPORT

-  It is important to us that all events associated with The Sudbury Hospice Foundation and Maison McCulloch Hospice be consistent with our vision and mandate. Please call our Foundation Director to book an appointment and tell us about your event.

1028 ch. South Bay Road
Sudbury, ON
P3E 6J7 (705) 674-9252 x228
ashley@maisonsudburyhospice.org




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.



Beef & Bird Golf Tournament



LIABILITY & RESPONSIBILITY

-  The Sudbury Hospice Foundation and/or Maison McCulloch Hospice 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.



Curves Third Party Event

REPRESENTATION

-  If you wish to have a representative from our organization at your event, please make arrangements with our Foundation Director.
-  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: As a non-profit organization, The Sudbury Hospice Foundation and/or Maison McCulloch Hospice cannot always incur costs to purchase tickets to attend third party events.

NAME & LOGO USE

We are happy to support our third party event holders by authorizing the use of our name and logo. The Sudbury Hospice Foundation and/or the Maison McCulloch Hospice 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 for us to approve before using it for promotional material.



🏠 The Sudbury Hospice Foundation and Maison McCulloch Hospice 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 our general fundraising campaigns, the Sudbury Hospice Foundation and Maison McCulloch Hospice requires that the Event Organizer seek approval from the Sudbury Hospice Foundation prior to any solicitation of sponsorships. This will ensure that a wider variety of businesses are asked for donations rather than always utilizing the same sources.



"It's in the Bag" Third Party Event

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.
- 🏠 The Sudbury Hospice Foundation and Maison McCulloch Hospice 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 the Sudbury Hospice Foundation. Please contact our office 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:

- Create buzz using social media. Maison McCulloch Hospice is on Facebook and Instagram!
- 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.
- Photo of cheque presentations post-event

Charitable Registration # 80051 3145 RR0001

Please make cheques payable to Sudbury Hospice Foundation

Please contact our Foundation Director, Ashley Bertrand, at 705-674-9252 ext. 228