



THE
RICHMOND HOSPITAL
FOUNDATION

Fundraising Information Booklet

Our Mission: To save lives and improve care at Richmond Hospital by enlisting the generous support of caring individuals, businesses and organizations.



Table of Contents

1. Get Inspired!	
Great fundraising ideas.....	3
2. You have an idea, now what?	
Steps to get started.....	5
3. Help us help you	
How your support helps Richmond Hospital care for your community.....	6
4. Wrapping Up	
The event was a huge success. Now what?.....	7
5. Contact Us.....	8



Get Inspired!

Whether it's a gala or garage sale, car wash or concert, your fundraiser should fit your passions and capitalize on your unique talents. Most importantly, it should be fun. So put your thinking cap on and start brainstorming. But first, read our suggestions below, you may get inspired.

Fundraising drive

Encourage your friends, family or co-workers to become monthly donors. In the workplace, you can set up an employee payroll deduction program with your Human Resources Department. This gives everyone the opportunity to participate at the level of giving that is comfortable for them and it provides lasting support for your hospital.

Dinner, Concert, Play Performance, Food Fair, Talent Show, Theme Party

Recruit sponsors and charge guests for admission. Make it a night they won't forget! Add a raffle, live and silent auctions and/or product sales.

Bowling, Golf, Softball, Tennis, Soccer Tournament

Have a set fee for individual players or teams. Double your fundraising potential! Add a raffle, 50/50 draw and/or auction.

Charity Recycling Program

Ask for donations of cans and bottles and return them for the deposit.

Raffle

Hold a 50/50 draw or raffle for prizes. You can approach businesses for donations or raffle off unique items like a day off with pay or a soft-cloth car wash done by your boss.

Silent Auction

Ask vendors, clients and local businesses to donate items. Arrange a set time for participants to bid on items displayed or hold an "e-auction." Simply send an email listing the items ask participants to send an email back with their bid. The highest bid by the cut off time takes the prize.

Garage Sale

Collect items from your friends, neighbours and co-workers. Advertise in your neighbourhood and be prepared to sell, sell, sell!



Jeans Day

Ask your coworkers to donate a set amount and let them wear jeans for the day. Better yet, hold a monthly donor sign-up drive and everyone who signs up as a monthly donor can wear jeans every Friday!

Donate proceeds for the Day

Show your customers that you are committed to your community; donate your sales from the day or proceeds from a specific item.



You have an idea, now what?

Step 1: Choose a date, time and venue

Think about what works best for your business, family or club. Then pick a date, time and venue.

Step 2: Set a fundraising goal

Prepare a budget with proposed revenues and expected expenses. Remember: the expenses should make up less than 50% of the gross income of the fundraising event.

Step 3: Plan your fundraising strategy

Who will attend your event? Who will you approach for help? How much will you charge?

Step 4: Assign an Event Coordinator

Fundraising is all about teamwork, but someone needs to be the coach. Assign an event coordinator. They will be responsible for assembling a volunteer board and making sure everything gets done.

Step 5: Organize your team

Didn't we just say that fundraising is all about teamwork? Get as many people involved as possible and brainstorm ideas.

Step 6: Promote, Promote, Promote

Get the word out! Tell everyone about your event.

Step 7: Get out there and have fun!

Events can be a lot of fun. Enjoy your weeks or months of planning and, of course, the big day!



Help us help you!

The Richmond Hospital Foundation is dedicated to filling the gap between government funding and the greater needs of our hospital. We work closely with the staff and management of the hospital to ensure all funds raised are used wisely, serve the greatest need and the most people.

When you fundraise for The Richmond Hospital Foundation, you are helping to:

- Purchase and upgrade vital medical equipment
- Support programs and services
- Expand and improve facilities.

Your generous support helps to ensure that our hospital remains responsive to the needs of our diverse, dynamic community. In short, the generous support of our donors – people like you – helps to ensure that Richmond Hospital can deliver the best-possible care when you, your loved ones, or your community need us.

Federal Charity Registration Number: 11911 8883 RR0001

Society Number Assigned by the Registrar of Companies: S-22686

100% of all funds raised go directly to support the Richmond Hospital.

Want to learn more?

Visit our website at www.richmondhospitalfoundation.com to learn more about our urgent needs and how you can help.



Wrapping Up

Congratulations! Your event is a huge success thanks to your hard work, planning and dedication. Follow these steps to wrap up your fundraiser:

Step 1: Share the love

Say thank you to everyone who volunteered and participated.

Step 2: Do the math

Calculate the total funds raised and prepare financial report of your event.

Step 3: Show us the money!

Deliver the total funds raised as a cheque payable to The Richmond Hospital Foundation. Please send the cheque and the financial report to:

Richmond Hospital Foundation
7000 Westminster Highway
Richmond, BC V6X 1A2

Step 4: Smile, smile, smile

Take pride in knowing you have helped to ensure the highest quality healthcare for your community.



Contact Us

Richmond Hospital Foundation

Phone: 604-244-5252

Fax: 604-244-5547

Website: www.richmondhospitalfoundation.com

Email: info@richmondhospitalfoundation.com

If you have any questions, please feel free to call.

On behalf of all the patients of the Richmond Hospital, thank you for donating your time, energy and proceeds to The Richmond Hospital Foundation. Your support saves lives and improves the quality of lives.