

FREQUENTLY ASKED QUESTIONS

1. How do I organize a fundraiser for Richmond Hospital Foundation?

Review the Independent Community Events Guide Book, and when ready, complete the online form [Independent Community Event Application Form](#). The form will provide us with all the information needed to assist you with your fundraising event needs. If you need help, please contact us by phone or email:

Phone Number:	604-244-5252
Email:	info@richmondhospitalfoundation.com

2. How do I obtain a tax receipt?

Richmond Hospital Foundation provides tax receipts in accordance with Canada Revenue Agency (CRA) rules and regulations.

Tax receipts are eligible for charitable gifts valued at \$25 or more. For tax receipts, please provide Richmond Hospital Foundation with the donor's full first and last name, a complete mailing address, donation amount, email address (if possible) and telephone number.

Donations that are not eligible for tax receipts include raffle tickets, gaming tickets, gifts that include a benefit, auction items, purchased goods or services, donated services, donated items for advertising purposes, and corporate sponsorships.

For the most current tax receipting information, please refer to <https://www.canada.ca/en/services/taxes/charities>.

3. Will you help to arrange the insurances or permits for my event?

Richmond Hospital Foundation is unable to apply for any insurance or permits for your event. Any necessary insurance or permits are the responsibility of the event organizer. It is important that you determine if permits are required and obtain them if necessary.

4. Can I use Richmond Hospital Foundation’s logo for my event?

Yes, once your event has been approved by RHF, you can use our logo for event purposes according to our **brand guidelines**.

5. Do you have promotional materials available for my event?

We are happy to assist with promotional materials in the form of flyers or posters for your event in limited quantities. Feel free to contact us for more information. You can make arrangements to pick them up from the Foundation office. Pop up banners are also available depending on availability.

6. Will Richmond Hospital Foundation cover full or partial costs of my event expenses?

Richmond Hospital Foundation is unable to reimburse event hosts’ incurred expenses. As event expenses do not qualify for tax receipts, we advise all event hosts to budget appropriately.

7. Can I deduct my expenses from the funds raised?

Richmond Hospital Foundation is unable to reimburse event hosts’ incurred expenses. As event expenses do not qualify for tax receipts, we advise all event hosts to budget appropriately. As the host, you could plan an activity that is not eligible for tax receipting (eg. Auction, gaming etc) and use those funds to reimburse your expenses before sending Richmond Hospital Foundation your net proceeds.

8. Can Richmond Hospital Foundation promote my event?

Richmond Hospital Foundation is happy to help promote your event on our “Upcoming Community Events” page of our website and through our social media channels, depending on platform and scheduling availability.

9. Can a Richmond Hospital Foundation representative attend my event?

While Richmond Hospital Foundation is grateful to our Independent Community Event hosts, our resources are limited and cannot attend all events. Please contact us to discuss your event needs, and would be more than happy to help in whatever capacity we can.

10. How much notice does Richmond Hospital Foundation need before an Independent Community Event?

Please allow 3-4 weeks prior to the desired event date to allow Richmond Hospital Foundation with enough time to review and discuss your Independent Community Event Application Form.

11. Can we have a cheque presentation?

Yes, Richmond Hospital Foundation is happy to offer a cheque presentation with you and your fundraising team. Please contact us to coordinate a mutually agreed upon date and time for the cheque presentation.

12. Can I request that my donation go to a particular area of interest?

Absolutely. If you have a passion for a specific area of interest within Richmond Hospital or our community of care, we will work with you to ensure that your raised funds go directly to your desired area. Richmond Hospital is appreciative of the support you offer in all areas, from general funds down to hospital furniture. Our staff would be happy to provide you with information regarding the areas with the most urgent need.

13. Will Richmond Hospital Foundation publish my event in the newspaper?

Richmond Hospital Foundation is happy to create a post-event press release, should it be requested; however, it is subject to media channels themselves whether they will be published.

14. How can I provide Richmond Hospital Foundation with my donations?

Donations can be submitted in-person, directly to the Richmond Hospital Foundation office, or by mail (please do not mail cash). When submitting your donation, please include a brief event summary including the total amount of funds raised, total number of attendees, memorable moments and any photos taken during the event. This will help us better celebrate you, your team, and your event!

Total funds raised cheques can be made payable to:

Richmond Hospital Foundation
ATTN: Independent Community Events
7000 Westminster Hwy
Richmond, BC, V6X 1A2