

**Richmond
Hospital
Foundation**
列治文醫院基金會

Joyful Giving. Joyful Living.

Community Fundraiser Guide Book

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About Richmond Hospital Foundation

At Richmond Hospital Foundation, joy is at the heart of what we do. We inspire joyful giving, because to give joyfully is to know that you are part of the solution. You are part of something bigger than yourself. You are helping your loved ones, your friends, your neighbours and your colleagues. You are a driver of health and prosperity. There is a joyousness in coming together to create a life well-lived.

Richmond Hospital and our community of care relies on donors like you to help ensure we can continue to provide excellent care to meet the needs of our rapidly growing, diverse and aging population.

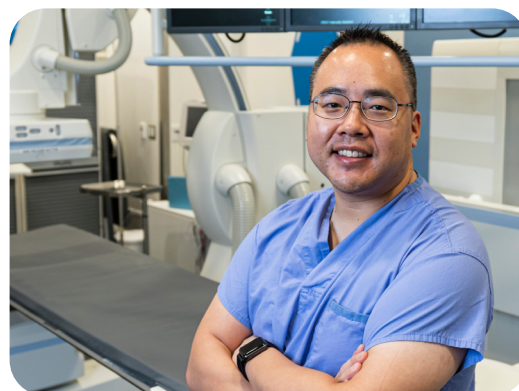
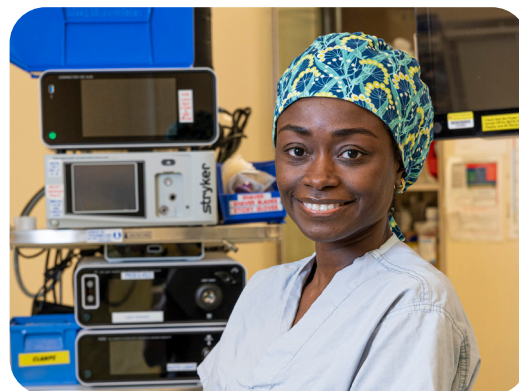
It is our sincere hope you are always inspired to help fund innovation for life to build a better and healthier future for Richmond.

Joyful giving means joyful living.



About Vancouver Coastal Health - Richmond

Vancouver Coastal Health-Richmond provides a range of health care services throughout our local community. Always focusing the patient at the centre of care, VCH-Richmond's reach encompasses not only the acute care facilities at Richmond Hospital, but also includes primary health clinics, long-term care facilities, mental health and substance use facilities and home care. Richmond Hospital is proud to provide world-class health care to the Richmond community and all who travel within its boundaries.



Community Fundraisers

Who:

Individuals, groups, and organizations across Richmond and the lower mainland can plan and organize Community Fundraisers benefiting Richmond Hospital Foundation.

What:

Join Richmond Hospital Foundation in building a better and healthier future for Richmond by planning and organizing your unique Community Fundraiser. Your event could be a gala, an art show, or even a birthday party. With your event, you inspire others to give and live joyfully.

Where:

Community Fundraisers can take place on any day, at any time.

Why:

To give joyfully is to know you are part of the solution; part of something bigger than yourself. It's to know you are helping your neighbours, and you are driving health and prosperity in your community.

How:

Once you've decided what kind of event you'd like to plan (and don't forget, big or small, from garage sale to sporting event, feel free to get creative), simply reference this guide book to help you plan your event as efficiently, effectively, and fun as possible.



Event Ideas

Here are some of the Community Fundraisers that have taken place in the last few years:

- Art Shows
- Auctions
- Bake Sales
- Balance Challenge
- BBQs
- Birthday Parties
- Car Wash
- Celebratory Events
- Company Events
- Concerts
- Contest & Games
- Festivals
- Galas
- Golf Tournaments
- Karaoke Night
- Magic Shows
- Make & Sell Crafts
- Movie Nights
- Sales & Concessions
- Talent Shows
- Themed Parties
- Walk-a-Thon or 5K Run
- Yard Sales



Ready, Set, Plan!

STEP 1: Confirm Your Event!

Once you confirm what kind of event you'd like to plan (see Fundraising Ideas for some inspiration), consider who the attendees, participants, and audience will be. Thinking about who will be a part of your event to plan, organize, and support you will help when you move onto Step 2.

STEP 2: Set a Fundraising Goal & Strategy

By taking into consideration who will be participating in your event, this can help you determine your fundraising strategy and set some goals. Don't forget to reach out to friends, family, neighbours, colleagues, sports teams, and groups that you are a part of. Depending on your event attendees, you'll be able to gauge their fundraising abilities, which will help you reach realistic goals.

STEP 3: Submit Your Application Form to Richmond Hospital Foundation

Fill out the Community Fundraiser application form, and include all the pertinent information on your form to provide us as much detail possible regarding your event. Application forms must be submitted 1-2 weeks prior to your event to provide Richmond Hospital Foundation with adequate time to review your event details.

STEP 4: Promote Your Event

There are plenty of ways to promote your event to make sure you reach the widest audience possible. Posters, flyers, posts on social media, and word of mouth are all great ideas to spread the word. Don't forget to reach out to RHF if you need additional support, we are happy to provide you with marketing materials should you need them!

STEP 5: Host Your Event!

When the date of your event finally arrives, make sure to have fun! With your support team by your side, your paperwork prepared, and your fundraising goals set, you won't have any worries. With that being said, take the two weeks prior to your event to make sure you line-up friends and family, or whoever it may be, and assign them with tasks to do on the day of the event. Also don't forget to bring with you any permits, sign-up/in sheets, and pledge documents with you.

STEP 6: Connect with Us Post-Event

Congratulations, you've successfully hosted a Community Fundraiser benefitting Richmond Hospital Foundation, we appreciate you! Post-event, be sure to calculate the total amount raised, post your event photos on social media, and thank your guests. The final step is to connect with our Community Fundraiser Representative to arrange the best time to deliver your raised funds to Richmond Hospital Foundation within 30 days post-event.

Post-Event Pointers

First and foremost, **CELEBRATE** the wonderful job you did in hosting your Community Fundraiser. We know the amount of time and effort it takes to host an event, regardless the size, so don't forget to give yourself and your team a big pat on the back! Here are some handy tips on how to wrap-up your event:

- **Show your appreciation** – send a note out to all your supporters and let them know how much you appreciated their support. As the saying goes, “There is no I in TEAM.”
- **Share your success** – don't forget to let everyone know how your event turned-out. Let your friends, family, colleagues, sports groups, kids' schools know how their support directly impacts the future of Richmond.
- **Get your paperwork in order** – if there were sign-up sheets, or tax receipt request forms, or collection documents, make sure you collect them all and organize them accordingly.
- **Collect all donations** – if there are any outstanding donations from friends who weren't able to attend but wanted to support your event, or family who forgot their wallets on the day of your event, now's the time to connect with everyone to collect their promised donations. This is also a way to personally thank all your event supporters.
- **Give us a call** – once all your donations have been collected, reach out to us at 604-244-5252 to coordinate the best time for you to drop off your raised funds. Cheques can be issued to:

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

If you'd like a cheque presentation, simply give us a call to coordinate a mutually agreed upon date and time for the cheque presentation.



Additional Planning Resources

Links

Additional resources can be found on our website, or further along in this document. Click the links to be taken to the resource:

[Community Fundraiser Application Form](#)

[Event Planning Checklist](#)

[Tax Receipting Guide](#)

[Frequently Asked Questions](#)



Will your event have a raffle or 50/50?

The BC Government requires event hosts obtain the proper licenses should an event include raffles, bingos, poker, social occasion casinos, and wheels of fortune. You can find more information on licenses and [apply for one online](#).



Will you be serving liquor at your event?

Special Event Permits are for event hosts wishing to provide temporary or infrequent liquor at events, and be in accordance with BC's liquor laws and regulations. Visit [the website](#) for more information.

Richmond Hospital Foundation Policies

Richmond Hospital Foundation reserves the right to withdraw from Community Fundraisers at any time and will not assume any costs that may be involved in doing so. The Foundation will not assume any legal or financial liability and is not responsible for any damage, accidents to persons or property leading up to, during, or post event.

Consistent with Richmond Hospital Foundation's Fiscal Responsibility Policy effective July 1, 2012, a 10% contribution from all designated donations will support the "Gift of Health Fund" and the work of Richmond Hospital Foundation to provide local medical teams with essential services, research and advanced technology to care for local patients.

Tax receipts are eligible for charitable gifts valued at \$25 or more. Richmond Hospital Foundation follows rules and regulations as outlined by the Canada Revenue Agency (CRA). For tax receipts, please provide Richmond Hospital Foundation with the donor's full first and last name, a complete mailing address, donation amount, and email address (if possible) and telephone number. Items 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. Please visit [the website](#) for the most current tax receipting information.



Frequently Asked Questions

How do I organize a fundraiser for Richmond Hospital Foundation?

Review the Community Fundraisers Guide Book, and when ready, complete the online [Community Fundraiser 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:

604 244 5252

info@richmondhospitalfoundation.com

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 [this link](#).

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.

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 brand guidelines.

Do you have promotional materials available for my event?

We have brochures in English and traditional and simplified Chinese available in limited quantities. Pull-up banners are also an option depending on availability. Feel free to contact us for more information.

Frequently Asked Questions (cont.)

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.

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.

Can a Richmond Hospital Foundation representative attend my event?

While Richmond Hospital Foundation is grateful to our Community Fundraiser 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.

How much notice does Richmond Hospital Foundation need before a Community Fundraiser?

Please allow 1-2 weeks prior to the desired event date to allow Richmond Hospital Foundation with enough time to review and discuss your Community Fundraiser Application Form.

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.

Frequently Asked Questions (cont.)

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.

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
7000 Westminster Hwy
Richmond, BC, V6X 1A2

Contact Us

Richmond Hospital Foundation

ATTN: Community Fundraiser
7000 Westminster Hwy
Richmond, BC V6X 1A2

Registered Charity Number: 11911 8883 RR0001

Phone: 604 244 5252

Fax: 604 244 5547

Website: www.richmondhospitalfoundation.com

Email: info@richmondhospitalfoundation.com

Facebook: [/RichmondHospitalFoundation](https://www.facebook.com/RichmondHospitalFoundation)

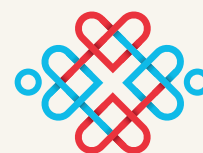
Instagram: [/richmondhospitalfoundation](https://www.instagram.com/richmondhospitalfoundation)

LinkedIn: [/company/richmond-hospital-foundation](https://www.linkedin.com/company/richmond-hospital-foundation)



We appreciate you!





**Richmond
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Charitable Business Number: 11911 8883 RR0001