



## East Kootenay Foundation for Health Third Party Fundraising Event Application

Thank you for wanting to support health care in the East Kootenay! Your community fundraising efforts on our behalf help us save and improve lives through much needed medical-equipment, patient comfort, and other essential items to health care facilities across the East Kootenay!

In order to ensure that your event has a positive impact for EKFH's ability to support health care across the region, **this application must be submitted to [Brenna.baker@interiorhealth.ca](mailto:Brenna.baker@interiorhealth.ca) and approved 60 days prior to your event.**

### 1. Contact Information

**Name of Individual / Business / Organization Hosting the Event:**

**Contact Person:**

**Contact Email:**

**Contact Phone:**

**Mailing Address**

**Street Address:**

**City:**

**Postal Code:**

### 2. Fundraising Event Details

**Name of Event:**

**Date of Event:**

**Location of Event:**

**How will you be raising funds (ex. tickets, auction, raffle, etc): Any additional event details:**

### 3. Fundraising Information

**Date you're expecting to contribute funds to EKFH:**

*Please note, funds must be contributed to EKFH within 30 days of event completion.*

Which of EKFH’s Current Campaigns or Health Care Facilities would you like funds raised from your fundraiser to go toward?

**Current Campaign**

A Warm Embrace – East Kootenay Regional Hospital Neonatal Intensive Care Unit

**Hospitals & Health Care Centres**

Creston Valley Hospital  East Kootenay Regional Hospital  
 Elk Valley Hospital  Golden & District Hospital  Invermere & District Hospital  
 Elkford Health Centre  Kimberley Health Centre  Sparwood Health Centre

**Long Term Care Homes**

Columbia House  Durand Manor  FW Green Home  
 Kimberley Special Care Home  Swan Valley Lodge

**Other**

Spiritual Care  Area of Most Need  Other (please describe):

## 4. Charitable Donation Tax Receipts

Are charitable donation tax receipts a consideration for your event?  Yes  No  Unsure  
If yes or unsure, please read and agree to the following policies. If no, proceed to section five.

**EKFH Charitable Donation Tax Receipt Policies for Third Party Events**

- I. The final decision to issue official charitable tax receipts rests with EKFH.
- II. Official Charitable Donation Tax Receipts will only be issued by EKFH in accordance with Canada Revenue Agency guidelines.
- III. Official Charitable Donation Tax Receipts will only be issued to donations made **directly** to EKFH. EKFH will provide instructions, upon approval of this application, on how donations can be directly made for this event.
- IV. Event expenses cannot be paid by tax receiptable donations made to EKFH.
- V. Event registrations, tickets, raffle tickets, merchandise, auction items, and sponsorships are **not eligible** for Official Charitable Donation Tax Receipts.

I acknowledge I have read and understood all the above EKFH Charitable Donation Tax Receipt Policies for Third Party Events, including that only donations made directly to EKFH are eligible for tax receipts.

## 5. Third-Party Fundraising Policies

You are required to agree and follow all of the following policies while hosting your third party event:

- I. Unauthorized use of the EKFH logo and name is prohibited. All materials featuring the name of EKFH and the EKFH logo must be approved by the Foundation prior to use.

- II. Third Party Fundraising events must be approved by EKFH 60 days prior to event. EKFH may choose or be unable to accept donations from events that were held without prior notice and approval.
- III. All third party fundraising events must be supportive and respectful of EKFH's mission to improve and complement health care across the East Kootenay, and the communities EKFH works in. EKFH reserves the right to turn down fundraising requests and donations from parties that do not align these criteria.
- IV. EKFH is not required to provide direct support to any third party fundraising activity. Third Party Fundraisers must provide all staff, volunteers, and contact and mailing lists to host their event, unless other arrangements are made and attached to this agreement by EKFH.
- V. EKFH will assume no cost or liability for a third party fundraising event.
- VI. The third party fundraiser is responsible for meeting all municipal, provincial, and/or federal standards for permitting, licensing, and insurance. You are required to have your own insurance coverage, as well as any required liquor licensing, gambling licensing, or event permits necessary for your event, and accept all responsibility for claims and liabilities that may occur as a result of your event.
- VII. EKFH should be notified of changes or cancellation of events as soon as reasonably possible.
- VIII. Funds raised by the third party must be contributed to EKFH within 30 days of event completion.
- IX. EKFH will only issue tax receipts for donations made directly to the Foundation, in accordance with the above **EKFH Charitable Donation Tax Receipt Policies for Third Party Events.**

I acknowledge I have read and understood all of the above EKFH Third Party Fundraiser Policies.

**Host Signature:**

**Host Signature Date:**

**Thank you for your interest in supporting EKFH. Once your event has been approved, a signed copy of this agreement will be returned to you.**

**EKFH Signature:**

**EKFH Date:**

**Submit completed form or send questions about Third Party Fundraising to:**

Brenna Baker, Executive Director  
Brenna.baker@interiorhealth.ca  
250-489-6481