

## Plan a Community Fundraising Event

**Community partnership is key as we continue to work and grow together.**

Your support helps us to provide important programs for end-of-life care and grief & loss for adults, children, youth, and caregivers. You can offer that support by hosting a Community Fundraising Event (also known as a Third-Party Event). It is a wonderful way to build community spirit in your work place, school or home.

The Abbotsford community has been very committed to raising funds for the Abbotsford Hospice Society (AHS). A great example of that support is Holmberg House. Holmberg House is Abbotsford's only stand-alone adult hospice residence. It was created in Abbotsford, for Abbotsford, and continues to be sustained by Abbotsford.

**Abbotsford Hospice Society is here to guide you in the planning of your fundraising event! There are so many things you can do and we can help.**

**Here are some Fundraising Event ideas:**

**Community Fundraisers** - sporting events, golf tournaments, garage sales, pancake breakfast, benefit concerts, fashion shows

**School Fundraisers** - car wash, bake sale, bottle drive, students vs. teachers games, school dances, walk/skip/run/a-thons

**Work Fundraisers** - casual days, challenge events, bowling party, 50/50 draws, company picnic/cook off, speaker series, marathon or fitness event

**Celebration Fundraisers** - birthdays, anniversaries, holiday season, weddings, graduation, milestone events, tribute or legacy events



## How to organize a Community Fundraising event:

- 1. Register your event.** Fill in the form below and email to [events@abbotsfordhospice.org](mailto:events@abbotsfordhospice.org) We will endorse your event!
- 2. Form a planning committee.** Recruit a team of volunteers to help with planning, marketing and execution of event.
- 3. Brainstorm ideas.** Unique ideas and details can create a great atmosphere for fundraising that will make your event enjoyable for all.
- 4. Plan, Plan, Plan.** Plan your goal, budget, what you can accomplish, timeline and list of duties to keep yourself on track.
- 5. Promotions & Publicity.** Once your event is approved we will provide AHS logo and materials to help you. You will get assistance on your promotions, for media and guidelines for a Press Release.
- 6. Collect the Funds.** Please return as soon as possible (60 days maximum).
- 7. THANK YOU!** You can never thank people enough for their hard work as volunteers, participants or donors. They will appreciate hearing how much of a difference they have made.

## Tips on how to make the most of your event:

- Challenge your family, friends and co-workers to donate and participate
- Find matching donors. Does your employer have a program in place to give to charity?
- Challenge other clubs, schools or organizations to raise funds



Please submit the completed form below, along with the signed Terms and Conditions, to AHS for approval of your event before you proceed with planning.

Any questions or concerns, or for help with planning your event, please contact us at 604-852-2456 or email [events@abbotsfordhospice.org](mailto:events@abbotsfordhospice.org).

**Thank you for your support - it is greatly appreciated!**

Abbotsford Hospice Society is government supported, not government funded. We rely on the generous financial support of our local community to provide our programs and services.

32780 Marshall Road, Abbotsford, BC V2S 1J7  
604-852-2456  
[www.abbotsfordhospice.org](http://www.abbotsfordhospice.org)

# Registration Form for your Community Event



## Contact Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

## Event Information:

Name of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_

# of Attendees: \_\_\_\_\_ Revenue Goal: \_\_\_\_\_

**How do you plan to raise funds for AHS? Event description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**What inspired you to raise funds for AHS?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please indicate which of the following you would like from AHS:**

- Consultation for event planning/tax receipt eligibility
- A letter of endorsement for the event
- Use of the Abbotsford Hospice Society logo
- Promotional materials for the event, use of banner
- An AHS staff member to attend event/launch/cheque presentation

**Sponsorship for Events (list below):**

Company	Contact Name	Phone#	Email

## Terms and Conditions for AHS Community Events

1. Event organizers shall complete and sign the third party registration and agreement form before marketing their event.
2. All printed materials must be approved by Abbotsford Hospice Society (AHS) prior to printing and must clearly state the amount of proceeds we are receiving from the event, i.e., all proceeds, net proceeds, partial proceeds, or percentage of proceeds.
3. When using the AHS logo, you must adhere to our colour guidelines and assure that no changes are made to the logo.
4. Abbotsford Hospice Society must first endorse the sale of any products or services.
5. The third party event may not be for the purpose of obtaining business contacts to benefit the third party's business; this is considered a conflict of interest.
6. If for any reason we feel that our reputation may be compromised, we reserve the right to cancel our agreement and AHS is not responsible for any financial or other damages that may result from such cancellation.
7. All sporting events require that participants sign a waiver form, waiving AHS of physical, personal and financial liability.
8. All third party events require appropriate insurance coverage to be obtained by the organizers of the event.
9. Event organizers shall acquire all permits and licences and are responsible for all advertising for the event. AHS may promote the event on our website and social media provided we receive at least a third of the proceeds of the event.
10. AHS is not responsible for any event expenses, or any financial loss or unsettled accounts as a result of this third party event.
11. Tax receipts will be issued at the sole discretion of AHS according to CRA and must be agreed upon prior to the event. When forwarding a list of donors for tax receipt purposes, individuals must be made aware of the fact that organizers are forwarding this information to AHS. Individuals must be given an option to not have their information forwarded or to opt out.
12. In order to conduct a lottery, bingo, raffle, 50/50 draw or game of chance a licence must be obtained by the event organizer. AHS does not lend its name to lottery licences run by independent third party events.
13. AHS is not responsible for selling tickets to the third party event.
14. We ask that any sponsors supporting your event are in line with Abbotsford Hospice Society's Mission, Vision and Values.
15. AHS may provide, if requested and available, a speaker or representative, volunteer support, a display or brochure materials for the event.

Organizer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

AHS Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_