Making Moments Matter - Community Fundraiser Proposal

We are grateful that your experience with us has inspired you to host a fundraiser to benefit residents and families just like yours - thank you! While you will be taking care of organizing and executing your event, please tell us about it by completing the following information - this will help us best support you.

Contact Name: _____

Organization (if applicable): _____

Phone Number: _____

Street Address: _____

City & Postal Code: _____

Email: _____

Date/Time/Location of Event:_____

Brief Description: _____

Allocate funds to: Innisfree House ☐   Lisaard House ☐   Shared ☐

Then get in touch with us at fd@lisaardandinnisfree.com – we can't wait to hear from you!

Please note the following guidelines

- All your materials need to declare that Lisaard & Innisfree Hospice is the beneficiary of the event's proceeds (i.e. "Event Name" in support of Lisaard & Innisfree Hospice)
- We will provide you a fresh copy of our logo for your event - please don't copy/paste it from other sources
- Given four weeks' notice of your event, we will promote it on the homepage of our website and through our social media channels (Facebook, Instagram)
- We will gladly provide signage, posters, and other promotional materials for the services we offer
- If requested, we will make every effort to ensure staff and/or volunteer representation at your event
- Individuals' donation cheques should be made payable to Lisaard & Innisfree Hospice (a tax receipt will be provided for donations of $20 or more - we will discuss this with you)

Making Moments Matter

Making Moments Matter - Community Fundraiser Proposal Terms and Conditions

- Lisaard & Innisfree Hospice (LIH) will not cover expenses or assume legal or financial liability associated with your event
- LIH's insurance doesn't cover third party events, and we cannot be held liable for any risk, injury, or other incidents associated with your event
- LIH will not obtain a liquor license for your event, and will not be held liable for any issues related to alcohol consumption
- If you require a raffle license, let's talk about how we can help you with this
- All promotional materials (i.e. posters, invitations, raffle tickets) and media must be approved by LIH
- Net proceeds from your event must be submitted with a brief financial report to LIH within 90 days of completion
- LIH issues tax receipts for individual donations equal to or greater than $20:
    - Tax receipts will be issued in accordance with Canada Revenue Agency guidelines The issuing of receipts must be approved by LIH prior to the event
    - LIH must receive a list of donors with complete street and email addresses for receipting purposes
    - Individuals must be made aware that the organizer of the event will be forwarding this information to LIH and, in line with Privacy Legislation, must be given the opportunity to "opt out" of having such information forwarded to LIH
    - Eligible participants will have their receipts emailed to them unless they specifically request a mailed copy
- The LIH logo may be used with permission; we will send you a fresh copy of the logo with use specifications
- The privacy of our current and past residents, their families, and our staff must be respected
- No photo or image of a resident, family member, or staff member will be used without a signed consent form (we can provide you a digital copy for printing)
- LIH will not endorse any products or services
- If for any reason LIH feels its reputation may be compromised, LIH has the right to cancel this agreement by giving the Community Fundraiser contact 24 hours' notice
- LIH will not be responsible for any financial or other damages that may result from such cancellation
- This event is intended to raise funds for a charity and should therefore not be for the purpose of obtaining business contacts to benefit the organizer's business
- LIH is unable to provide funding or reimbursement of event expenses (licenses, insurance, permits, prizes, etc)
- Bank accounts for fundraising should not be created in LIH's name (in part or in full)

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