



Wingham & District  
**Hospital Foundation**

# Wingham & District Hospital Foundation Event Information



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519-357-3903

## Thank You

Thank you for choosing to raise money in support of health care at the Wingham & District Hospital. Your generosity will touch the lives of many patients and families that come through the Hospital doors each day. We want your fundraising adventure to be easy and successful from start to finish. We hope you will find all the information you need in this package, but if you have any further questions, please give us a shout:

[wdh.foundation@lwaha.ca](mailto:wdh.foundation@lwaha.ca) 519-357-3903



## What Support Does WDH Foundation Offer?

Wingham & District Hospital Foundation (WDHF) welcomes special fundraising and promotional events sponsored by community members on our behalf. These can be individuals, groups, organizations, businesses and schools wishing to raise money for WDHF.

### Advice and Expertise

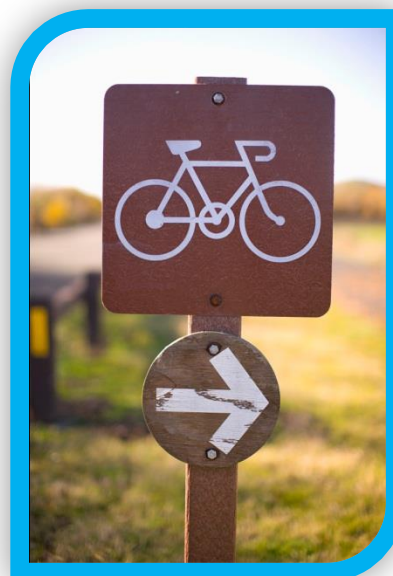
WDHF can provide the following assistance once a completed Event Proposal Form has been submitted by you and approved by the Foundation:

- Advice and expertise on event planning
- A letter of endorsement for your event
- A listing of your event on our WDHF website Events page
- Promotion of your event on internal hospital communications (bulletin boards, e-mail, newsletter\*), on WDHF website and Facebook page
- Assistance with media release to newspapers and radio
- Use of WDHF's name and logo
- Charitable tax receipts to event day donors following the event (See Receipt Guidelines)

WDHF cannot provide:

- Funding or reimbursement of event expenses
- Mailing and/or email lists as well as additional promotion of your event except for what is noted above
- Guaranteed attendance of WDHF staff or volunteers at your event
- Application of gaming licenses or raffle licenses
- Prizes, auction items or awards

\*when available and applicable



## Tax Receipting Guidelines

### Issuing Tax Receipts:

For those who donate \$20 or more, WDHF will issue a tax receipt. Our Tax Receipting Policy is based on Canada Revenue Agency (CRA) guidelines.

### Cash and Cheques:

WDHF will issue charitable tax receipts for all cash and cheque donations as long as the following criteria is met:

- The donation is greater than \$20
- The full name, address and phone number of the donor is provided

The tax receipt will be issued directly to the donor following the event and cannot be transferred.

### Event Tickets:

When someone purchases an event ticket, they are essentially purchasing a good: a meal, a sports tournament, entertainment, etc. For this reason, WDHF cannot issue a charitable tax receipt for the ticket amount. Ticket prices are often set above the expense cost because the ultimate goal is to raise money. WDHF will issue charitable tax receipts for any portion of the ticket price that does not cover the expense (the portion that is a donation) as long as proof of expense per ticket-holder is provided. These will be issued after the event.



## Event Planning Checklist

Use as applicable to your event

- Identify theme or event concept
- Secure committee to plan event
- Select date for your event
- Submit event proposal form to WDHF at least 6 weeks before the proposed date**
- Create event budget
- Secure venue
- Secure audio/visuals
- Develop critical path
- Identify and solicit sponsors
- Provide event details to WDHF to assist with promotion (See Advise & Expertise)
- Create and distribute marketing materials (save the date, invitations, posters)
- Secure entertainment
- Secure speakers
- Confirm menu/décor
- Secure auction items
- Recruit volunteers
- Promote your event
- Send media releases(WDHF may assist if requested)
- Create “day of” run sheet for your event
- Delegate tasks to committee/volunteers
- Remember to say thank you to your participants, donors and sponsors
- Celebrate the success of your event
- Hold a post event committee meeting within two weeks (discuss event successes/challenges and make recommendations for following year)
- Pay all event expenses
- Provide WDHF with net revenue within 90 days from event
- Provide WDHF with all donor information for tax receipting
- Share event success and thank participants, donors and sponsors (WDHF may assist with photo op and results media release if requested)
- Start planning for next year