



Royal Victoria
Regional Health Centre

Partners in Caring

Plan a special event for Royal Victoria Regional Health Centre



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From garage sales to golf tournaments, hockey games to bake sales, fundraisers both large and small have been held on behalf of Royal Victoria Regional Health Centre. In 2004, the RVH Auxiliary kicked off the 'I Believe' fundraising campaign with a remarkable \$5 million pledge. Throughout this campaign, a combination of loyal donors and first-time givers – families, businesses and service clubs, came together to make more than 33,500 unique contributions to raise a staggering \$35.6 million. This has made a tremendous difference in the health care available to the people in our region – you!

That is why we call our event hosts “Partners in Caring”. By hosting a special event on behalf of RVH, you'll be joining an inspiring group of individuals who are making exceptional things happen at RVH. This guide will help you get started in planning your event. Once you have your event approved you will receive a package of resources and templates to help make your planning easier and your event more fun.

All official RVH Third Party Event organizers must fill out the appropriate forms before proceeding with their event.

Planning an event

We understand and appreciate the time and effort it takes to plan an event. We would like to help make yours a successful one. Once your event has been approved, the RVH Foundation can help you in the following ways:

- Provide you with event planning advice and expertise
- Issue tax receipts if applicable and only if approved prior to your event
- An RVH staff member will be available for a cheque presentation either at your event or at a later date
- Event listed on www.rvh.on.ca website
- Promotion in RVH Event listing distributed within the health centre
- Approval to use the RVH logo
- A letter of endorsement validating the authenticity of the event for one year
- Lots of templates, resources and ideas to help you plan

The RVH Foundation does not provide the following:

- Funding or reimbursement for your expenses
- Mailing or email lists
- Gaming, liquor licenses or insurances required for events
- Prizes, auction items and awards
- Guaranteed staff or volunteers at your event



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How to hold an RVH “Partners in Caring” event

- 1. Register your event:** Once you have selected your event, **it is important that you register it by completing and returning the Event Proposal Form.** This allows RVH to endorse your event, provide you with permission to use our logo and advice that will help make planning your event easier and more fun.
- 2. Form a planning committee:** A team of dedicated volunteers can bring more ideas, skills and connections to the table making your event planning easier.
- 3. Brainstorming ideas:** Little ideas and details can create a fun atmosphere that will make your event more enjoyable for your participants.
- 4. Plan, Plan, Plan:** Planning goals for your event, deciding how you’ll reach those goals and preparing a budget will help you accomplish what you want. Make a list of duties and timelines so you can stay on track.
- 5. Promotion and Publicity:** Once your event has been approved, you will receive some successful media tips and templates to help you maximize your event exposure. Please remember that you must have registered your event and received RVH approval to release your information to the media.
- 6. Collect the funds:** We ask that you return all funds to RVH within 60 days of your event or prior to December 31, whichever comes first. However, the quicker you return the funds and tax receipt information, the quicker we can send thank you letters and receipts (if applicable and approved) to the donors.
- 7. Thank you!** You can never thank people enough for hard work as volunteers, participants or donors. They’ll appreciate hearing how much of a difference they have made.

What Type of Events

A-thons are very popular and well known fundraisers that you can get lots of people in your community involved with.

Sport events can be a lot of fun to organize and for participants. You can sell tickets to your event to raise money. Sports do require a lot of detailed planning and external participants.

Galas and Dinners are perfect for showing off talents, enjoying entertainment, eating and having a great time.

Raffle events can be an easy way to raise money and to get many people to participate.

Note: Municipal law enforcement requires licenses for all raffles and games of chance. Please contact your local municipality for more details.

Auctions. Although these events require quite a bit of planning, this is a fun way to get lots of people involved in raising money. Auctions can be held live, silent or online.

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Tax Receipts

The RVH Foundation issues tax receipts in accordance with the Canada Revenue Agency (CRA) rules and regulations. It is imperative that the Foundation abide by these rules to protect our charitable status. We would be happy to provide tax receipts but you must [register your event and be approved for tax receipts](#) prior to your event.

As a Partner in Caring, you are acting on behalf of the RVH Foundation, so it is important that you understand the rules and regulations regarding tax receipts before you hold your event. It is your responsibility to communicate tax receipting decisions with your participants so that they have appropriate expectations. With your understanding and communication, you can help us continue to build a good reputation in the community.

Summary of Tax Receipt Rules

To be eligible for a tax receipt, you must demonstrate a voluntary gift of cash or property without any benefit or gain. The Foundation will issue tax receipts where applicable for amounts greater than \$20.

To ensure proper documentation, we require the following rules to be met:

1. You have submitted an Event Proposal Form and been given approval by a representative from the RVH Foundation
2. You have provided a complete and legible list of donors including the following information (a Financial Tracking Form will be provided):
 - a. First and last name
 - b. Address, including city and postal code
 - c. Amount given
 - d. Amount tax receipt to be issued for
 - e. List and Fair Market Value (FMV) of any benefits received for donation
3. The tax receipt information and donations are received within 60 days of your event or before December 31, whichever comes first
4. The tax receipt is being issued to the person who made the donation (unless the cheque issuer acts as a donation collector and issues a complete list of donor details as listed above)



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Tax Receipt Rules for Specific Gift Types

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The rules and regulations for specific gifts are as follows:

Donation and Pledge: A donation by cash, cheque or credit card given directly to the Foundation without any benefit (receiving any item or service) can be issued a receipt.

Auction Item Purchase: a tax receipt cannot be issued because the participant receives something (the purchased item) in return as well as the chance to participate in the auction.

Ticket/Entrance Fee to Event: Generally a tax receipt is not issued because a person is receiving something in return for the funds paid. If the ticket or entrance fee exceeds the Fair Market Value (FMV) a receipt may be issued for the amount given above the FMV. For example, if someone buys an event ticket for \$100 and the FMV of the entertainment, food and drinks is \$65 then a tax receipt can be issued for \$35 (the portion of the ticket price that reflects the true donation beyond the value of the event).

There are many rules and regulations that must be adhered to and detailed documentation required when using receipts for ticket and entrance fees. **You must speak to a Foundation representative prior to your event to confirm the details of your event and determine what you can offer receipts for.**

Gift in Kind: A tax receipt may be issued when an individual donates an item and the Fair Market Value is established and documented. Documentation required can include a proof of purchase or invoice, independent third party appraisal or a current price list for the same item from a recognized enterprise operating separately from the donor.

A tax receipt cannot be issued for personal services including legal, entertainment, transportation or dining services

Gifts of artwork or wine may also require more information such as a list of credentials for the appraiser, a history of the artist, a description, picture and history of the piece, the methodology used to value the artwork and more. Please be sure to notify the Foundation staff of potential gifts of artwork or wine.

Sponsorship: A tax receipt is not issued for sponsors because they receive benefits in the form of recognition and advertising. We can however, provide a letter confirming their gift that can be used to write the gift off as a business expense.

Businesses Donating Inventory: The Foundation can provide the donor with a letter confirming the value of the gift (requires back-up to validate the price of the item) which can be used to write the gift off.

For more information: If you would like more information regarding CRA rules and regulations for receipting please speak to an RVH representative or go to the CRA website at:

<http://www.cra-arc.gc.ca/tax/charities/policy/csp/csp-r02-e.html>