



If your organization wishes to sponsor an independent special event or program to benefit B.C. Women's Hospital and Health Centre Foundation, please submit this completed form to the Foundation for approval via mail or fax:

B.C. Women's Hospital and Health Centre Foundation, 4500 Oak Street,
(Room 1U64), Vancouver, B.C., V6H 3N1. Fax: (604) 875-2621.
Tel: (604) 875-2270.

Name of Event: _____

Sponsoring Organization: _____

Contact Person: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Business ☎: _____ Home ☎: _____

Fax: _____ E-Mail: _____

General Information:

Please briefly describe the proposed special event/promotion, including the location, projected costs and any other relevant details: _____

Dates event/campaign starts: _____ Finishes: _____

Target market (general public, customers, family/friends: _____

Public Relations Information:

Please describe the proposed publicity plan for the event or promotion: _____

Will the publicity be handled by a professional communications agency?

Yes No

If yes, please list the agency: _____

Will promotional materials such as flyers and posters be printed?

Yes No

If yes, please indicate the extent of distribution and dates of release:

Does your organization intend to use the name and logo of B.C. Women's Hospital and Health Centre Foundation in your printed materials and in your publicity?

Yes No .

All print materials featuring the name or logo of the Hospital must be approved by the Foundation.

Estimated income from the event or promotion: _____

Estimated expenses from the event or promotion: _____

Estimated proceeds from the event or promotion: _____

Estimated donation to B.C. Women's Hospital and Health Centre Foundation:

Guaranteed donation to B.C. Women's Hospital and Health Centre Foundation:

How will proceeds be sent to the Foundation: Cheque Cash:

Will other charitable organizations also benefit from this special event or promotion?

Yes No .

If yes, please list the other beneficiaries: _____

Request for support:

What support do you require from B.C. Women's Hospital and Health Centre Foundation?
Please note, staff time is limited.

Printed/promotional materials relating to B.C. Women's Hospital.

Camera-ready logo.

Balloons: _____ Brochures : _____

Note: All fundraising activities to benefit B.C. Women's Hospital and Health Centre must be approved by B.C. Women's Hospital and Health Centre Foundation.

Once the event has been officially approved, a signed copy of the attached agreement form will be forwarded to the applicant.

If you have any questions concerning this application or the agreement, please call the Foundation Office at (604) 875-2270 or toll-free at 1-888-823-9992.

For office use only

Date approved: _____ Approved by: _____

Copy sent: _____ Account #: _____

Correspondence: _____

Independent Special Events Policy

Independent Special Events, or Third-Party fundraisers, are a very important component of the fundraising activities of B.C. Women's Hospital and Health Centre Foundation. Beyond the funds raised, these events create awareness about the Hospital, and bring new supporters to the Foundation and its support groups.

Policy Statement

B.C. Women's Hospital and Health Centre Foundation's requirements must be met by all groups conducting events on behalf of the Foundation.

- All promotional materials, including advertising, point of purchase materials, tickets, and any other materials used by a sponsoring organization will be approved by the B.C. Women's Hospital and Health Centre Foundation prior to use.
- Official tax receipts will only be issued in accordance with Customs guidelines. The final decision to issue official tax receipts rests with B.C. Women's Hospital and Health Centre Foundation.
- Official tax receipts for an "in-kind" donation, a donation of material goods or services, will only be issued upon request, and authorized by B.C. Women's Hospital and Health Centre Foundation. Revenue Canada restricts the issuance of official tax receipts to in-kind donors as follows:
 1. For material goods with a value of less than \$1,000, where a written estimate of the value of those goods is provided.
 2. For material goods with a value of more than \$1,000 where an outside evaluation is provided, or a cheque exchange is performed.
- Whenever possible, the Foundation would appreciate any written information or photographs which may be included in the Foundation's publications.
- Guest attendees from B.C. Women's Hospital or Foundation will receive complimentary tickets or admission when invited to speak or attend an independent special event.

AGREEMENT FOR SPECIAL EVENT/PROMOTION BENEFITING
B.C. WOMEN'S HOSPITAL AND HEALTH CENTRE FOUNDATION

_____, the SPONSORING ORGANIZATION, agrees to sponsor a special event/promotional campaign from/on _____ to benefit B.C. Women's Hospital and Health Centre Foundation. The special event/promotional campaign shall be described and referred to publicly as follows:

The SPONSORING ORGANIZATION agrees to submit all advertisements, point of purchase materials and other event-related promotional materials to B.C. Women's Hospital and Health Centre Foundation, and to obtain the Foundation's written permission before production or use. The Foundation expressly reserves the right of final approval on all promotional materials featuring the name or logo of B.C. Women's Hospital or Foundation.

The SPONSORING ORGANIZATION agrees to use only the authorized logo of B.C. Women's Hospital and Health Centre Foundation in all media and printed materials relating to the special event or promotion.

NO COSTS associated with this sponsorship package shall be incurred by B.C. Women's Hospital and Health Centre Foundation.

B.C. Women's Hospital and Health Centre Foundation agrees to provide the SPONSORING ORGANIZATION with recognition commensurate with the level of giving as set forth in the Donor Recognition Policy.

The SPONSORING ORGANIZATION agrees to handle all monetary transactions, and to present the proceeds to B.C. Women's Hospital and Health Centre Foundation in a timely manner following the special event or promotion.

The SPONSORING ORGANIZATION will provide all staffing and volunteers for the special event or promotion.

The SPONSORING ORGANIZATION agrees to use its own mailing list for the special event or promotion.

B.C. Women's Hospital and Health Centre Foundation reserves the right to withdraw consent to use of its name or logo if, due to circumstances unforeseen at this time, whose use could damage B.C. Women's Hospital status in the community.

Signed: _____ Date: _____
(Sponsor/Agent)

Signed: _____ Date: _____
(B.C. Women's Hospital and Health Centre Foundation)