



## Friends of AHS

### Plan a Community Fundraising Event





## **Friends of AHS - Abbotsford Hospice Society**

### **Plan an Event to Raise Funds for Abbotsford Hospice Society**

The Abbotsford community has been very committed to raising funds for Abbotsford Hospice Society (AHS). For that we thank you!

A great example of that support is Holmberg House. Holmberg House is Abbotsford's first stand-alone adult hospice residence. It was created in Abbotsford, for Abbotsford, and continues to be sustained by Abbotsford.

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

Your support helps us to provide important programs; Hospice Services, Palliative Care, Grief support – for children, youth, parents and adults, Horse Camp, Art Therapy and the list goes on.

You can continue 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.

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

**Contact Christina Nelson at 604.852.2456 ext. 423 or [christina@abbotsfordhospice.org](mailto:christina@abbotsfordhospice.org)**

On behalf of the clients, staff and volunteers of Abbotsford Hospice Society, we thank the organizers, sponsors, supporters and participants for being Friends of Abbotsford Hospice Society!

***Submit your fundraising idea today & we will be happy to assist you!***

## Friends of AHS – Register your Community Event

### Contact Information:

First Name			
Last Name			
Company			
Address			
City		Postal Code	
Phone: Work		Phone: Cell	
Email			

### Event Information:

Name of event			
Event location/s			
Start Date		End Date	
Start Time		End Time	
# Attendees		Revenue Goal	

### How do you plan to raise funds for AHS? Event description:

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### What inspired you to raise funds for AHS?

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

<input type="checkbox"/>	Consultation for event planning/tax receipt eligibility
<input type="checkbox"/>	List my event on your website
<input type="checkbox"/>	A letter of endorsement for my event
<input type="checkbox"/>	Use of the Abbotsford Hospice Society Logo
<input type="checkbox"/>	Promotional materials for the event, use of banner, brochures
<input type="checkbox"/>	An AHS Staff member to attend the event/launch/cheque presentation

**Sponsorship for Event – please list below:**

Company	Contact Name	Phone #	Email

**Here are some Fundraising ideas:**

**Community Fundraisers** – Sporting Events – Golf Tournaments, Garage Sales, Pancake Breakfast, Benefit Concerts, Fashion shows, Tough Mudder, etc.

**School Fundraisers** – Car wash, bake sale, bottle drive, Games tournament – students vs. teachers, school dance, Walk/Skip/Run/Hula Hoop a-thons

**Work Fundraisers** – Casual days, Challenge events, bowling party, 50/50 draws, company picnic – cook off, speaker series, Marathon, fitness event

**Celebration Fundraisers** – Birthdays, Anniversaries, Holiday season, Weddings, Graduation, Milestone events, Tribute/Memorial/Legacy events





### How to organize a Friends of AHS Fundraising event:

- 1) **Register your event** – Fill in the form and return to AHS, send to [christina@abbotsfordhospice.org](mailto:christina@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-day maximum and all funds must be in by year end December for tax receipting purposes.
- 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 company have a program?
- Challenge other clubs/schools/organizations to raise funds!

**Please remember** - we are happy to help you with planning your event – contact Christina Nelson at 604.852.2456 ext. 423 or [christina@abbotsfordhospice.org](mailto:christina@abbotsfordhospice.org)

***Please ensure this form with the Terms and Conditions is signed and submitted to AHS for approval of your event before you proceed in your planning.***

***Thanks for your support – It is greatly appreciated!***

32780 Marshall Rd., Abbotsford, BC V2S 1J7, 604.852.2456,  
[www.abbotsfordhospice.org](http://www.abbotsfordhospice.org)

## Terms and Conditions for AHS Community Events

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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 will 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 charity. 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: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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