

## **Community Events Fundraising Guidelines**

Community events are a very important part of the fundraising activities of Delta Hospital and Community Health Foundation (DHCHF). Beyond the funds raised during the events, important awareness is generated throughout the community about our Hospital and the Foundation.

In order to ensure all community events have a positive impact on the Foundation's public image, Delta Hospital and Community Health Foundation's requirements shall be met by all groups wishing to conduct events or programs on behalf of the hospital.

- 1. Written approval through the Foundation Office is required in order to use the name of Delta Hospital and/or DHCHF for publicity and fundraising purposes by community groups and individuals.
- 2. Unless previously arranged in writing, all staffing and volunteers for the special event/program will be provided by the community event organizer.
- 3. All copy for ads, posters, point of purchase materials and other event-related promotional materials that use the DHCHF logo or name must be approved by DHCHF prior to use.
- DHCHF will incur no costs associated with community events unless otherwise agreed in writing prior to the event.
- 5. We ask that all event proceeds be presented to the Delta Hospital and Community Health Foundation within six weeks following the fundraising event/program unless otherwise agreed in writing. All monetary transactions will be handled by the community event organizer unless agreed to in writing prior to the event/program.
- 6. Delta Hospital and Community Health Foundation does not provide access to, loan or give its mailing list for any event or program as it against our and the government's privacy policy.
- 7. DHCHF does not provide access to, loan or give it's mailing list to any event or program as it's against our and the government's privacy policy.
- 8. Delta Hospital and Community Health Foundation will not obtain permits, licenses, or insurance on behalf of a community event organizer.
- 9. DHCHF will not partner nor support events that promote the use of tobacco; endorses a political party or appears to endorse a political agenda; discriminates against any person or group based on gender, race, class, economic status, ethnic background, sexual orientation, age, physical ability and cultural and religious backgrounds.

Delta Hospital and Community Health Foundation respects your privacy and will never sell, trade, or loan your information to any other organization. We will use your information only for follow-up contacts (such as our newsletter), and to process and recognize your donations. We disclose your information only to our own employees and agents and only to accomplish the purposes listed above. By providing this information you consent to our collection of the information.

