



**Delta Hospital**  
+ Community Health  
FOUNDATION

# Community Fundraiser Toolkit

5800 Mountain View Blvd. Delta, BC V4K 3V6

Charitable Business Number - 12984-4114-RR0001

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# About Us

## Delta Hospital Community and Health Foundation

Delta Hospital and Community Health Foundation (DHCH Foundation) is a not-for-profit organization whose mission is to fund and promote outstanding healthcare at the Delta Hospital Campus of Care and in the community of Delta. Your donations will support state-of-the-art equipment, capital projects, building improvements, and ongoing education for staff at the Delta Hospital Campus of Care which includes Delta Hospital, Mountain View Manor and the Irene Thomas Hospice. The Delta Hospital Campus provides first point of contact services to the community that helps diagnose, treat, and prevent disease, illness, and injury.

## Community Fundraisers

Delta Hospital and Community Health Foundation truly benefits from community fundraisers organized by people like you. Community fundraisers are a very important part of the fundraising activities of Delta Hospital and Community Health Foundation. Beyond the funds raised during the fundraisers, important awareness is generated throughout the community about our hospital and the Foundation. There are many ways to give, and every dollar counts. The best results come from doing something that you love already and making it count. Your generosity ensures that you, your family and neighbours have access to the very best healthcare possible.



# Community Fundraiser Guidelines

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

## 01

Written approval from the DHCH Foundation is required in order to use the name Delta Hospital and Community Health Foundation for publicity and fundraising purposes by community groups and individuals.

## 02

All copy for ads, posters, point of purchase materials and other fundraiser-related promotional materials that use the DHCH Foundation logo or name must be approved by DHCH Foundation prior to use.

## 03

DHCH Foundation will not partner nor support fundraisers 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.

## 04

We ask that all fundraiser proceeds be presented to DHCH Foundation within six weeks following the fundraiser unless otherwise agreed in writing. All monetary transactions will be handled by the community organizer unless agreed to in writing prior to the fundraiser.

## Fundraiser proceeds can be submitted by:

### Cheque or Cash

Sending a personal cheque or money order to:

DHCH Foundation  
5800 Mountain View Blvd.  
Delta, BC V4K 3V6

Please include a write up about your fundraiser and its success!

### Credit Card

Calling the Foundation office and donating the fundraiser proceeds via credit card. Donors who requested tax receipts will be issued their official tax receipts by the Foundation after fundraiser funds and donors' full names and contact/address details are received.

## How We Can Help

**Delta Hospital and Community Health Foundation is here to help you be as successful as possible in your fundraising endeavours. Below are the ways we can assist you:**

- One-on-one support via phone or email;
- Provide DHCH Foundation's logo and marketing material for your use;
- Provide tax receipts for eligible gifts;
- Assist with designating your fundraiser proceeds to fund a piece of equipment OR to a specific area of the Delta Hospital Campus of Care;
- Cheque presentation with photo (if requested);
- Mention of fundraiser on DHCH Foundation website;
- Mention on DHCH Foundation social media platform(s).

## We Are Here To Support You

**But there are some things we can't assist with. They include:**

- Paid advertising for your fundraiser and customized marketing materials;
- Access to our donor or staff lists;
- Incurring costs associated with community fundraisers unless otherwise agreed in writing prior to the fundraiser;
- Assistance with ticket sales or securing corporate sponsorships;
- Staff or volunteers to attend your fundraiser (in some cases, a team member(s) will be in attendance with branded collateral);
- Insurance coverage, permits, or licenses for your fundraiser.

# Guidelines for Issuing Tax Receipts

Delta Hospital and Community Health Foundation adheres to the provisions outlined in the Income Tax Act.

## **Official tax-deductible receipts will be issued for:**

- Monetary donations from identified individuals or organizations
- Eligible in-kind donations where fair market value (FMV) can be determined.

## **Acknowledgement receipts will be issued for:**

- Monetary donations where it's impossible to identify the amounts contributed by a particular donor
- Sponsorship funds of your fundraising fundraiser, upon request.

## **Receipts will not be issued for:**

- Purchased merchandise (such as decorations)
- Purchased auction items
- Lottery tickets
- Donation of old clothes, used furniture etc.
- Donated items for which the fair market value cannot be determined.

## **DHCH Foundation will issue receipts upon submission of:**

- Full donation amount
- Full names and addresses of the donor(s)/organization(s)

# Community Fundraiser Application

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## Contact Information

Company/Group Name: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Fundraiser Projections

Fundraiser Name: \_\_\_\_\_

Date(s) of Fundraiser: \_\_\_\_\_

Time of Fundraiser: \_\_\_\_\_

Address and Location of Fundraiser: \_\_\_\_\_

Description of Fundraiser:

## Fundraiser Projections

*Please provide answers below based on your best estimate*

Number of participants/guests: \_\_\_\_\_

Sources of fundraising revenue (select any/all that apply):

☐ Ticket Sales

☐ Merchandise Sales

☐ Event Sponsorship

☐ Auctions

☐ Raffle/ 50-50  
(gaming license required)

☐ Cash Donations

☐ By checking this box, you confirm that you have read and agree to Delta Hospital and Community Health Foundation's Community Fundraiser Guidelines.



# Contact Us

## Have questions? Connect with our team!

If you would like to know more about hosting a Community Fundraiser please contact

**Shari Barr**

**P:** 604-940-9695

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## Delta Hospital and Community Health Foundation

**Address:** 5800 Mountain View Blvd.  
Delta BC, Canada V4K 3V6

**Website:** [www.dhchfoundation.ca](http://www.dhchfoundation.ca)

**Phone Number:** 604 940 9695

## Social Media

**Instagram:** @dhchfoundation

**Twitter:** @DHCHFoundation

**LinkedIn:** Delta Hospital and Community Health Foundation

**Facebook:** Delta Hospital and Community Health Foundation

