



ST. JOSEPH'S HOSPITAL  
**FOUNDATION**  
AN INVESTMENT IN LIFE



# Third Party Fundraising Handbook

Your guide to fun & effective ways you  
can support our hospital right here at  
home.



# Why raise funds for our hospital?

Thanks to amazing supporters like you, our community is able to receive the best possible medical care right here at home! Through events like golf tournaments, bake sales and auctions, donors are thinking of creative ways to make a difference in the lives of those receiving medical care in Estevan and all of Southeast Saskatchewan.

We are so grateful to the many individuals and groups who organize and coordinate events throughout our community and choose to donate the proceeds to St. Joseph's Hospital Foundation.

No matter how large or small, these initiatives are invaluable to the overall fundraising efforts of the Foundation. Each year, we fund over \$400,000 in new medical equipment and upgrades at our hospital. This is all thanks to people like you!

We look forward to working with you and supporting our hospital right here at home!

# Welcome to the team!

## How to start your campaign

1

### Submit Your Idea!

Simply apply at [www.sjhf.org](http://www.sjhf.org) or email us at [info@sjhf.org](mailto:info@sjhf.org).

### Nominate a Team Leader

2

This person or group can help motivate employees or committee members. They help everyone understand why they are raising funds and how the money will help our hospital right here at home.

### Set Your Goal

3

Having a clear goal will give your team something to strive for. Make sure to track your goals daily or weekly. Incentives for team members that meet or exceed goals also increases motivation!

4

### Plan your event or campaign

Here are some helpful hints:

- Brainstorm ideas and contact us for any tips or ideas!
- Develop a budget
- Recruit volunteers for an event committee or to support your initiative.

5

### Get out and DO IT!

Get creative and have fun!

6

### Celebrate your success

Once your event or campaign is over, make sure your donation forms and funds are collected and balanced. Let our team know when you are ready to submit your funds and we will set up a cheque presentation to celebrate.

## We're here to help!

Let us know if you need:

- Help with poster design
- Foundation fact sheets
- Letter of endorsement
- Event or campaign ideas
- Provide event signage
- Donation tracking spreadsheets
- Help promoting your event







# Our Policy & Guidelines

Please review the following fundraising guidelines and policies prior to submitting your event application:

- You must complete and submit a 3rd Party Fundraising Application to St. Joseph's Hospital Foundation (SJHF) no less than 3 weeks prior to the proposed fundraising activity. Approval must be received before advertising is permitted.
- Applications are for one-time only. Recurring annual events will have to re-apply each year. Applications are not approved for an organization but for the event. Therefore, one application to your organization does not entitle you to use the SJHF as your benefactor for each event.
- The SJHF reserves the right to deny any application for a fundraising activity that does not comply with the mission of, or project a positive image of the SJHF.
- Your organization/group must receive permission from the SJHF to use our name and/or logo in conjunction with your event. The SJHF must approve all promotional material prior to distribution. We will provide our logo for all promotional material if requested.
- The SJHF logo cannot be used for any other purpose than of that described in the 3rd Party Fundraising Application.
- It must be clearly stated on/in all promotional material that the event is "In Support of" or "Proceeds to" followed by the St. Joseph's Hospital Foundation logo. No where can it state that the SJHF is a sponsor or co-sponsor.
- You must notify the SJHF if another organization will benefit from this event/promotion and who other sponsors are as well.
- If you are conducting raffles, lottery sales or any other type of activity that involves selling to the general public you may require a special license or permit. Please make sure you to take the necessary steps to obtain these. The SJHF will not provide its licenses or permits for your event or be held liable if found in violation of these rules.
- St. Joseph's Hospital Foundation, employees, volunteers and members are not liable for any injuries, damage or theft sustained during your event and cannot assume any type of liability for your event, participants, volunteers or employees.



# Charitable Tax Receipting Information

- The SJHF will issue donation receipts for any cash donation \$20 and up. If a individual has donated, the receipt will be issued in the name of that individual at their home address. If a corporation has donated, and if a tax receipt is requested, the receipt will be issued in the company name at their corporate address. An individual or corporation cannot receive a donation receipt for money that was not donated by them (i.e., an individual cannot be designated to receive the donation receipt for monies raised through a casual day event).
- In Kind Donations (i.e., prizes, product): A donation receipt for income tax purposes can be issues for donation on in-kind at fair market value.
- Goods and Services (GST) not eligible for donation receipt included in the purchase of items such as raffle or lottery tickets, admission tickets, golf green fees, and the cost of donated service. This includes special services that necessitate hiring someone for the event (i.e., tent, set up, and entertainment)
- If you require a donation receipt to be issued to participants in your event, we ask that you include the SJHF number (899841381 RR00001) on all your publicity materials and that you state "tax receipts will be issued for donations of \$20 or more, or on request). After the event, and in a timely manner; please provide the SJHF with a list (making sure that the information is legible), of names, full addresses including postal codes and phone number(s), and the amount of gift that each

# 20 IDEAS TO KICK-START YOUR FUNDRAISING

1

Carnival

2

Mini Golf  
Tournament

3

Slow-Pitch  
Tournament

4

Theme Day

5

Golf  
Tournament

6

Pancake  
Breakfast

7

Bake Sale

8

Bingo Night

9

Garage Sale

10

Lemonade  
Stand

11

Mow-a-thon  
or Shovel-a-  
thon

12

Toonie  
Drive

13

Trivia  
Night

14

Dance-a-thon

15

Dress Down  
Days

16

Office  
Olympics

17

Comedy  
Night

18

Counting  
Contest

19

Board Game  
Tournament

20

Scavenger  
Hunt



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