

What is a Third-Party Fundraiser?

A Third-Party Fundraising event is when any individual, group, organization, business or school wants to raise funds on behalf of the Perth and Smiths Falls District Hospital Foundation (PSFDHF).

Third-Party Fundraisers help increase awareness of our various programs, promote community involvement and raise vital funds needed for our local Hospitals.

How can the PSFDHF help?

We are extremely appreciative of the individuals who manage third-party events and can provide the following:

- A letter of authorization to validate the authenticity of your event
- Ensure that your contribution is designated to the department of your choice (examples include: Chemotherapy, Mammography, Palliative Care, Dialysis and more)
- Promotion of your event (on our website/social media accounts)
- Templates for pledge forms, silent auction bid sheets, letters, etc.
- Use of the PSFDHF logo(s)
- Tax receipts for your donors
 - o Donations must be made payable and submitted to The **Perth and Smiths Falls District Hospital Foundation (or PSFDH Foundation)**

Promotion and Marketing

- Third-Party events are required to be consistent with the mission and values of PSFDHF.
- Promotions for the event should reflect PSFDHF as a beneficiary, and not conducting the event (i.e., "Proceeds from this event will benefit the PSFDH Foundation").
- All references to PSFDHF in publicity and promotional materials for the event or promotions should refer to "**Perth and Smiths Falls District Hospital Foundation**".
- We may be able to provide staff or volunteers to attend your event and/or cheque presentation. If we are not able to participate on your event date, an alternate time for a cheque presentation may be scheduled.

Please note that PSFDHF:

- Is not responsible for obtaining the appropriate licenses and event permits to host your event nor can we act as an applicant or co-applicant for liquor and gaming licenses.
- Assumes no financial or legal liability associated with the third-party fundraising event.
- Cannot share our mailing list.
- Reserves the right to refuse involvement, support and the use of its name and logo, in any event that does not meet with prior approval or notification.

Perth:
33 Drummond St. W
Perth ON K7H 2K1



Smiths Falls:
60 Cornelia St. W
Smiths Falls ON K7A 2H9

343-881-GIVE (4483) or toll free 1-833-680-GIVE (4483)

Registered Charity Number 1192 36016 RR0001

Charitable Tax Receipts

The Perth and Smiths Falls District Hospital Foundation will issue tax receipts provided certain conditions set by the Canada Revenue Agency are met. Please inquire with PSFDHF before offering tax receipts for your fundraising activity.

- Tax receipts can be issued for amounts of \$20 or more.
- Receipts cannot be issued to the organizer for proceeds from an event. Receipts are only issued for direct donations where the donor receives no benefit for their contribution, for example, advertising, promotion, etc.
- Receipts cannot be issued for gift-in-kind donations, tickets, auction items, or event sponsorship.
- You must provide documentation to support tax receipting for donations within 30 days of the event. Tax receipts will be issued upon receipt of all required information. In order to issue receipts for the current year, all donor information must be received by December 31st of the current year.

Third Party Fundraising Agreement

Organization/Company Name: _____		
Name of Organizer/Primary Contact: _____		
Phone Number: _____	Email: _____	
Street Address: _____		
City/Town: _____	Province: _____	Postal Code: _____
Name of Event: _____		
Event Location: _____		
Event Date and Time: _____		
Event Description: _____		
Social Media Links for the Event: _____		
<input type="checkbox"/> I have read the above Third-Party Fundraising Guidelines and agree to follow them with regards to holding the proposed event to benefit the Perth and Smiths Falls District Hospital Foundation.		
Name: _____	Signature: _____	
	Date: _____	

Perth:
33 Drummond St. W
Perth ON K7H 2K1



Smiths Falls:
60 Cornelia St. W
Smiths Falls ON K7A 2H9

343-881-GIVE (4483) or toll free 1-833-680-GIVE (4483)

Registered Charity Number 1192 36016 RR0001