



## Event Hosting Guideline

Event Hosting is a fundraising initiative directed and managed by individuals or groups in the community where some or all of the event proceeds are donated to the Royal University Hospital Foundation (RUHF).

The purpose of the Event Hosting Guideline is to ensure that all events undertaken in support of RUH Foundation are successful, positive experiences that reflect well on event organizers, RUH Foundation, the Royal University Hospital and the Saskatoon Health Region.

In order to ensure that all Event Hosting Events make a vital difference to patients, their families and the medical teams at RUH, the RUH Foundation, requires organizers to follow these guidelines:

### Guidelines:

1. RUH Foundation reserves the right to deny any application for a special event/fundraising program that does not present, in the Foundation's view, a positive image for the Foundation.
2. RUH Foundation logo must not be used without prior review and consent by a representative of the Foundation of the signs, publications, social media, etc. for which the logos will be used.
3. In view of limited staff and volunteer resources relative to the number of fundraising events in a typical year, participation by Foundation staff and volunteers should be minimal and should not be a critical element in the success of any third party event.
4. While Foundation staff will be pleased to have information available regarding the event, including where and how to acquire tickets, we are unable to actively participate in the sale of tickets.
5. The Foundation will not provide "seed money" or otherwise invest donor funds for Event Hosting Events.
6. The Foundation is not liable for any injuries sustained by event volunteers or participants related to an event benefiting the RUH Foundation and cannot assume any type of liability for the event.
7. Charitable Tax Receipts – For individual donors, official tax receipts may be issued by RUH Foundation for donations of \$10.00 or more and in accordance with Canada Revenue Agency (CRA) guidelines, which addresses issues such as "advantage" received as part of the ticket price. The event organizer is responsible for providing participant names, addresses and donation amounts (net of "advantage" received) in a clear and legible manner to ensure accurate receipts are sent from the Foundation Office. Alternately, the

event itself can make the contribution. We would be happy to provide you with further information on this. Event information must be received within 30 days of the event.

The RUH Foundation cannot issue a charitable donation receipt for items purchased at an auction or for purchasing tickets for a draw prize. For more information on charitable receipting processes, please visit the Canadian Revenue Agency website at [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)

8. All cheques are to be made payable to: Royal University Hospital Foundation and include the event name in the cheque memo.
9. Each year a portion of philanthropic contributions raised by the Royal University Foundation are directed by donors towards specific designated programs and initiatives. As a result these funds are not available for Foundation undesignated granting or year round operations. Undesignated donations are accounted for in the Operating Fund and therefore incur all costs to operate a year-round fundraising foundation. Although it is reasonable for undesignated donations to support these efforts it is not unreasonable for beneficiary-designated initiatives and activities to also support a portion of these costs. To more closely associate fundraising benefits and costs across all donations to generate a pool of resources that will be available for the operation of the Foundation, the Foundation applies a Recovery of Fundraising Costs (ROFC) Policy. All Hospital Foundations within the SHR abide by the same policy.

Events for which the net proceeds are to be transferred to a designated or endowment account will be assessed a recovery equal to 15% of net revenue to a maximum of \$5000.00. The full policy is on the RUHF website [ruhf.org](http://ruhf.org) under "About Us".

For more information, contact:

Candace Boersma  
Events and Recognition Officer  
Royal University Hospital Foundation  
103 Hospital Drive  
Saskatoon, SK S7N 0W8  
P: 306-655-6501  
E: [candace.boersma@saskatoonhealthregion.ca](mailto:candace.boersma@saskatoonhealthregion.ca)  
W: [ruhf.org](http://ruhf.org)