



**Third Party Event Guidelines**  
(Charitable Business # 11927 9131 RR0001)

Thank you for choosing to support Royal University Hospital Foundation with your proposed Third Party Event.

A Third Party Event 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).

For approved Third Party Events/promotions, the Third Party Event Organizer(s) and the RUHF are required to adhere to the following guidelines:

**GUIDELINES:**

1. RUHF 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. Use of the RUHF logo for event promotions such as signs, publications, social media, etc. is not permitted without prior review and approval by a RUHF representative.
3. Event participation by RUHF staff and volunteers will be based on the availability, location and the nature of the event and should not be a critical element in the success of any Third Party Event.
4. While RUHF 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. RUHF will not provide "seed money" or otherwise invest donor funds for Third Party Events.
6. RUHF is not liable for any injuries sustained by event volunteers or participants related to an event benefiting RUHF and cannot assume any type of liability for the event.
7. Charitable Tax Receipts – For individual donors, official tax receipts may be issued by RUHF for donations of \$20.00 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 proceeds must be received within 30 days of the event.

RUHF 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 <https://www.canada.ca/en/services/taxes/charities.html>.

8. Cheques are to be made payable to: Royal University Hospital Foundation and include the event name in the cheque memo line.
9. Each year a portion of philanthropic contributions raised by Royal University Hospital 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. RUHF follows the same policy as Saskatoon City Hospital Foundation and St. Paul's Hospital Foundation.

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 \$5,000.00. The full policy is on the RUHF website [ruhf.org](http://ruhf.org) under "About Us".

**For more information, contact:**

Tricia Haugen  
Development Officer, Corporate & Community Partnerships  
Royal University Hospital Foundation  
103 Hospital Drive  
Saskatoon, SK S7N 0W8  
P: 306.655.6456  
E: [tricia.haugen@ruhf.org](mailto:tricia.haugen@ruhf.org)  
W: [ruhf.org](http://ruhf.org)