

Third Party Event Guidelines and Important Information



We are extremely grateful to the many people and organizations who wish to organize fundraisers to support our mission, and hope that these guidelines will help you in planning your successful fundraiser. Thank you for thinking of Royal University Hospital (RUH) Foundation!

Overview

A *third-party event* is an activity or event organized and managed by an individual, group, or organization that is independent of the charity, where the primary objective is to raise funds, awareness, or support for the charity. The charity does not take direct responsibility for the event's planning, execution, or liabilities but may provide branding materials, guidance, or limited promotional support.

All funds raised are intended to benefit the charity, subject to the terms agreed upon by the third-party organizer and the charity.

Process and Guidelines

1. Register your fundraiser with RUH Foundation. To register, simply complete the Third Party Event Application Form and the Third Party Event Agreement and submit it to RUH Foundation at info@ruhf.org or by mail: Third Party – RUH Foundation, 103 Hospital Drive, Saskatoon, SK S7N 0W8.
2. Use of the RUH Foundation logo for event promotions such as signs, publications, social media, etc. is allowed, but must be approved with a prior review by a RUH Foundation representative. Please note that all promotional materials must state that your event is "in support" of RUH Foundation. It should be clear that RUH Foundation is the beneficiary and not the host.

RUH Foundation does reserve the right to withdraw consent to use its logo if in the Foundation's view the use of such may damage the RUH Foundation's reputation or will not provide a positive image for the Foundation.

3. RUH Foundation will be more than happy to promote your fundraiser on the Foundation's social media platforms and website.
4. Any information on your event released to the media shall be reviewed and approved by RUH Foundation prior to its distribution.
5. While RUH 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.
6. Participation of RUH Foundation staff and volunteers in events will be subject to their availability, location, and the nature of the event. RUH Foundation will not provide dedicated staff support, and their involvement should not be regarded as an essential component for the success of any Third-Party Event on the days leading up to the event or on the day of the event. If you require a Foundation representative

to attend the event to speak or to take a photo with when presenting a cheque, please let us know. Although we cannot make any guarantees, we will check staff availability for your event.

7. RUH Foundation will not provide “seed money” or otherwise invest donor funds for Third Party Events. We cannot reimburse any expenses related to community fundraisers. We cannot obtain permits, insurance or licenses on behalf of an independent fundraising event organizer.
8. If you are taking part in any charitable gaming activity (raffles, 50/50’s, etc.) at your event, a license by Saskatchewan Liquor and Gaming (SLGA) is required. To learn more, please visit the Saskatchewan Liquor and Gaming Authority website: <https://www.slga.com/permits-and-licences/charitable-gaming>.
9. The use of the RUH Foundation charitable registration number is not allowed when applying for funding or gifts in kind (ie. airfare).
10. When securing sponsorships or donations, please let us know PRIOR to you asking any corporate sponsors for your event. Official suppliers and sponsors of your event must not be confused with the official sponsors and donors of RUH Foundation. Doing so could undermine our efforts with major corporate donors, whose support we rely on heavily.
11. RUH Foundation is not liable for any injuries sustained by event volunteers or participants related to an event benefiting RUH Foundation and cannot assume any type of liability for the event.
12. Charitable Tax Receipts: For individual donors, official tax receipts may be issued by RUH Foundation 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.

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 <https://www.canada.ca/en/services/taxes/charities.html>.
13. Cheques are to be made payable to: *RUH Foundation* and include the event name in the cheque memo line.
14. Each year, some donations to RUH Foundation are directed by donors to specific programs and initiatives. These designated funds cannot be used for general Foundation operations or undesignated grants. Undesignated donations go into the Operating Fund, which covers the costs of running a year-round fundraising foundation.

While it's reasonable for undesignated donations to cover these operating costs, it's also fair for designated funds to contribute a portion. To balance this, RUH Foundation has a Recovery of Fundraising Costs (ROFC) Policy, which aligns with policies at Saskatoon City Hospital Foundation and St. Paul's Hospital Foundation.

For events where proceeds go to a designated area or program, a recovery fee of 15% of net revenue (up to \$5,000) is applied. The full policy is available on the RUH Foundation website at ruhf.org under "Donate > Ways to Donate > Designated Gifts."

15. RUH Foundation does not partner nor support events that go against our core values and mission. We do not participate in any events that could be perceived as offensive, or discriminatory against gender, race, ethnic background, age, physical ability, religious background, sexual orientation and economic status.

For More Information

-  RUH Foundation, 103 Hospital Drive, Saskatoon SK S7N 0W8
-  306.655.1984
-  info@ruhf.org
-  ruhf.org