



Hosting a Third-Party Event for the Foundation

The South and Central Health Foundation are thrilled to be the charity of your choice! Be an active ambassador of health in your community by hosting a third-party event for the foundation or by turning your current event into a fundraiser.

A third-party event is any fundraising initiative created, executed and managed by someone external to the South and Central Health Foundation where the proceeds for the event are donated to this foundation. Groups, organizations, individuals, businesses, service clubs, employee committees and many others, often plan fun events to help raise money for a good cause. Please choose the foundation as your cause. By choosing us, you will be directly helping those around you!

Examples of third-party events:

- Auctions
- Dinner Party/Dance
- Bake Sale
- Spare Change Day
- Community or private BBQ
- Car Wash
- Jeans Days
- Garage Sale
- Walk-a-thon
- Sports events baseball, golf, snowmobile
- Ticket Draw



Our Role

Promotional Support

- Posters
- Emails to all hospital staff
- Facebook posts
- Use of SCHF banner and signs
- Postings on various bulletin boards throughout local hospitals
- Provide SCHF resources (including information resources and pledge sheets)
- Cheque presentation
- Event details featured on website
- Event checklist



Event Expertise

- Rules and regulations on Charitable Tax receipting
- Budget suggestion and creation
- Lottery License for events that donate 100% of proceeds to our Foundation

What we cannot do

- Provide funding or reimbursement for the event unless otherwise agreed upon
- Share mailing lists due to Private Policy Act
- We do our best, but we do not guarantee a sold-out event!

***All Third Party Events must be approved by the South and Central Health Foundation. Events must be legal, ethical, and not harmful to the reputation of the foundation. ***

Policy

Third Party Fundraisers are a very important component of our activities at the South and Central Health Foundation. These events help create awareness about the hospital and bring new supporters to the Foundation.

Please contact us regarding our policies for Third Party Events:

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Social Media

Visit our website at www.schealthfoundation.ca

Follow us on Facebook: [Facebook.com/schf83](https://www.facebook.com/schf83)

9 Easy Steps to a Successful Event

1. Pick an event that is suited to you!
 - Who are you targeting?
 - How many in your group are available to help for the size of the event
 - Do you or someone else in the group have any experience with this type of activity?
2. Establish a committee
 - Ensure that you have enough help recruited to plan and execute this event.
3. Create a budget.
 - Outline a realistic budget that includes all associated costs with the event.
 - Set a financial goal for your event.
4. Pick a date.
 - Research how much time you need to plan this event and choose a date that won't have you stressed for time
 - Are there other events for the same target audience advertised for this date? Choosing a time that doesn't have other events happening can help ensure the success of yours!
5. Call the South and Central Health Foundation and let us know!
 - We can help with the promotional and budgeting aspects of your event.
 - We will support your event!!!
 - Determine your audience and how you can reach them
 - Flyers, posters, tickets, invitations and emails will let people know about your event and we are great at these promotions!
6. Event Timeline
 - Are you able to access everything you need to make this event happen
7. After the event
 - Present your donation!
 - Set a time and place to present the proceeds to the South and Central Health Foundation. We love to make a big deal about this!!
8. Thank you, thank you, thank you
 - This may be the most significant part of your fundraising effort!
 - Acknowledge **EVERYONE** who participated in your event by telephone or letter.
 - Let the community know the grand total of funds raised
 - This is the **MOST IMPORTANT** aspect to remember
9. Pat yourself on the back!
 - The challenge of hosting your own fundraising event is extremely rewarding. We recognize the challenges you face and sincerely appreciate your effort!

Sample Budget

| Income | Amount |
|--|---------------|
| | \$ |
| Ticket sales | |
| Sponsorship | |
| Auction items sold | |
| Sales (bake sale) | |
| | |
| Subtotal 1 | |
| | |
| Expenses | |
| | |
| Location rental | |
| Printing | |
| Food/beverage | |
| Prizes | |
| Advertising | |
| Postage | |
| Other | |
| | |
| Subtotal 2 | |
| | |
| Net Revenue (Subtotal 1 - Subtotal 2) | |