



UNIVERSITY HOSPITALS  
KINGSTON FOUNDATION  
Our Hospitals. Our Health. Our Future.

## **Together we can**

### Frequently Asked Questions

#### **I have never organized an event. Can I organize an event?**

You most definitely can. There are many resources available on our website to help get your started, see 10 Easy Steps or for more detailed information refer to the Events Planning Manual. Our Events Coordinator is also available to offer you advice and guidance.

#### **Can the University Hospitals Kingston Foundation promote my fundraising activity?**

We can include your activity in our Events Calendar on our website, you can use the space provided to include the date, place, time and a brief description of your activity.

#### **Could there be another activity similar to mine?**

Most of the activities organized on behalf of the Foundation are listed in the Events Calendar on our website as well the Events Coordinator will be able to provide you with information about similar events.

#### **Can you issue tax receipts for my event?**

The University Hospitals Kingston Foundation follows all Canada Revenue Agency rules and regulations regarding tax receipting. If you intend to offer tax receipts, please indicate this on your Proposal Form. Please refer to the Events Planning Manual page 3, for further information or contact one of the Foundation Staff and we would be more than happy to discuss CRA rules in further detail.

Please call 613-549-5452

#### **Will all those who participate in my activity be able to receive an official tax receipt?**

Yes, you must however provide us with a list of your donors, including the following information: donor's name, complete address, method of payment and amount of donation. Refer to Sample Pledge Sheet.

**Will the Foundation find sponsors for my fundraising activity?**

We can help you identify companies that are a good fit for your event however we can not provide you with a list of supporters or solicit corporate sponsors. We would be more than happy to review your list of potential supporters and help you prepare your sponsorship strategies.

**Can I have a raffle and or auction at my event?**

Yes, there is however guidelines governing raffles and other gaming activities carried out for charitable purposes, please refer to Alcohol and Gaming Commission of Ontario website.

**Will the Foundation provide funds for my fundraising activity?**

Under no circumstances can the Foundation cover fees associated with an activity. Your event costs should be deducted from the funds raised before submitting the net proceeds to the University Hospitals Kingston Foundation.

**Can I use the University Hospitals Kingston Foundations name and logo to promote my event?**

Once you have submitted your event proposal for approval, we can provide you with our logo. You can then start using our name and logo to help promote your event. However, it is required that all materials with our logo or name to be submitted to the Foundation for review and approval.

**Can I designate the proceeds from my event to a specific hospital or department within a hospital?**

Yes, please indicate the fund designation on the Event Proposal Form or let the Events Coordinator know where you would like you funds donated.

**Can I use the Foundations list of donors to attract participants to my event?**

Donor lists cannot be disclosed. We have a very strict confidentiality policy which does not allow us to share information about our donors.

**Who can I contact if I have more questions?**

The Events Coordinator is available to answer any questions or concerns and to provide advice and guidance. Call 613-549-5452 ext 5918