



Frequently Asked Questions

I have never organized an event, can I do it?

Yes! There are many helpful resources on our website to help get you started. See 10 Steps to a Successful Event or for more detailed information refer to the Event Planning Guide. Our staff is always available to offer advice and guidance.

Can the University Hospitals Kingston Foundation promote my fundraising event?

Your event can be included in our Events Calendar on our website where you can use the space provided to include the date, place, time and a brief description of your event.

Could there be an event similar to mine?

Most activities organized on behalf of the Foundation are listed in the Events Calendar on our website. You can also contact us for more information about similar events.

Can tax receipts be issued for my event?

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 page 3 of the Event Planning Guide for further information, or contact one of the Foundation Staff at (613)549-5452 for additional help and information regarding the CRA rules.

Will all participants be able to receive an official tax receipt?

Yes, however you must provide us with a list of your donors, including the following information:

- Donor's Name
- Complete Address
- Method of Payment
- Donation Amount
- Telephone number and email address (if available)

Please refer to the sample pledge sheet.

Will University Hospitals Kingston Foundation find and/or provide sponsors for my event?

We can help you identify companies that are a good fit for your event, however, we cannot 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 hold a raffle and/or auction at the event?

Yes, but please be aware of the guidelines governing raffles and other gaming activities carried out for charitable purposes. Please refer to the Alcohol and Gaming Commission of Ontario website for the full information regarding these guidelines.

Can I use University Hospitals Kingston Foundations name and logo for promotion of the event?

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

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

Definitely! Please indicate the fund designation on the Event Proposal Form or let staff know where you would like your funds donated.

Can I use the University Hospitals Kingston Foundations list of donors to attract participants?

University Hospitals Kingston Foundation adheres to a strict confidentiality policy which does not allow us to share the information of our donors. For this reason donor lists will not be disclosed.

Who can I contact for more information?

Lori Faggiani is available to answer any questions or concerns, and will be happy to provide advice and guidance regarding your event plans. She can be reached during office hours at 613-549-5452 ext. 5918