



FAQ

Updated May 2019

I want to hold a fundraiser in support of Burnaby Hospital Foundation, where do I start?

Awesome! Please contact the Burnaby Hospital Foundation office and tell us about your event. Review, sign and return a copy of the 3rd Party Policies & Guidelines document and submit a Community Fundraiser Registration Form. Your event must be approved by the Foundation before you advertise it as the beneficiary of your fundraiser.

Will the Foundation pay for expenses associated with my fundraiser?

Unfortunately no, Burnaby Hospital Foundation cannot reimburse any expenses related to community fundraisers. Budget carefully for your fundraiser, and consider asking local businesses to donate goods or services to help offset costs.

Can I use Burnaby Hospital Foundation's logo on promotional materials?

Yes! Once a Community Fundraiser Registration Form has been accepted, the Foundation will provide you with its "in support of" logo for use on your fundraiser's marketing materials. All materials bearing this logo need to be approved by the Foundation before they are printed or published.

Does the Foundation have promotional materials available for my fundraiser?

Absolutely. The Foundation can provide swag, brochures, balloons and a donation box

Can I request that a Foundation representative attend my fundraiser?

Yes, you can request that a Foundation representative attend your event, but we cannot guarantee that we can meet your request. The Foundation is extremely grateful to all organizers, but we are not always able to participate due to limited resources.

Can the Foundation promote my fundraiser?

Yes, we're happy to help! We can post your fundraiser on the Foundation's social media platforms and website.

Can the Foundation send out a news release for my event?

No, in most cases the Foundation is unable to contact the media on your behalf. Upon request, however, we can provide you with a news release template and tips that will help guide you in promoting your fundraiser.

Can I get a photo taken with a big cheque?

Yes, absolutely. We would be happy to organize a cheque presentation at the hospital during business hours (Monday through Friday between 8:30 am and 4:30 pm).

Will the Foundation issue tax receipts?

The decision to issue tax receipts is at the discretion of the Foundation. When deemed appropriate, tax receipts may be issued for donations of \$20.00 and over. In order for the Foundation to process donations, organizers of community fundraisers must complete a Donation Summary Form identifying the donor's name, address, telephone number, and contribution amount for each donation. The form gets submitted to the Foundation, along with donated funds, following the event. The Foundation will process donations and mail tax receipts directly to eligible donors listed on the form.

Who should I ask for donations?

You know more people than you think! Reach out to your friends, family, colleagues, sport or club members, neighbour's, etc.

**For any questions or concerns regarding community fundraisers please contact
Sydney Ednie Administrative and Development Assistant at 604-431-2881
or sydney.ednie@bhfoundation.ca**