



## Frequently Asked Questions

### **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 Community Fundraiser Registration Form. Your event must be approved by the Foundation before you advertise it as the beneficiary of your fundraiser.

### **Who should I ask for donations?**

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

### **Can I choose where I want my donation to go?**

Yes, you can specify which area of the hospital you would like the proceeds of your fundraiser to benefit (e.g. a specific department, etc.). We do, however, encourage donations to support "area of greatest need". This type of funding is highly desirable because its flexible nature allows us to respond to the hospitals most urgent needs as they arise.

### **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, along with a post-event follow up online.

### **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 and/or marketing materials (brochures) for your event.

*\*Subject to availability*

### **What do I need to know if I would like to have a raffle or 50/50 draw at my event?**

A government issued gaming license is required if you are planning to have a raffle, 50/50 draw, or any kind of gaming activity at your fundraiser. To learn more, please visit the BC Gaming Policy and Enforcement Branch online: <http://www.hsd.gov.bc.ca/gaming/index.htm>

### **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. If a representative is available, we are happy to set up an event booth with our swag and marketing materials.

### **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). The photo(s) with permission will then be shared on our social media and website to celebrate your success!

### **Will the Foundation issue tax receipts?**

All tax receipts will be generated in accordance with Canada Revenue Agency rules and regulations. 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 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.

Official tax receipts will not be issued for:

- Sponsorships (a sponsor receives the benefit of exposure)
- Purchase of event tickets
- Purchase of lottery, raffle or 50/50 tickets
- Donated or purchased prizes or auction items
- Donated services or advertising
- Loose cash or coins where donors and corresponding donation amounts cannot be identified

We are unable to issue tax receipts in the name of the event organizer for donations that are collected from the public. Business receipts can be issued upon request for contributions that are not eligible for an official tax receipt. A business receipt is an acknowledgement of a contribution only, and cannot be used for income tax purposes.

### **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. Burnaby Hospital Foundation does not obtain permits, insurance or licenses on behalf of an independent fundraising event organizer.

**For any questions or concerns regarding community fundraisers please contact  
Madelyn Keir, Development Assistant, [madelyn.keir@bhfoundation.ca](mailto:madelyn.keir@bhfoundation.ca) or 604-431-2881**

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