



## Event Guidelines

### 1) Step 1: Pre-event

Please sign and return a copy of the Registration Form prior to your event, to obtain approval from the Foundation.

### Step 2: Post-event

Please provide details for each donation collected on the Donation Summary Section if a tax receipt was requested. If a tax receipt has not been requested by a donor, the form does not need to be filled out. If you cannot fit all donor details onto one page, please print additional Donation Summary pages.

### Step 3: Post-event

Once completed, please forward the Donation Summary Form along with the corresponding donations, to:

Attn: Cleigh Ripley  
Burnaby Hospital Foundation  
3935 Kincaid Street, Burnaby,  
BC V5G 2X6

Hand delivery of the Donation Summary Form and donations is encouraged. If you are unable to deliver these items in person you can mail them, but please remember to not put any cash in the mail.

- 2) All event proceeds are to be presented to Burnaby Hospital Foundation within six weeks of the fundraising event unless otherwise stated in a written document from the Foundation office.
- 3) Written permission through the Foundation is required for use of Burnaby Hospital Foundation's name or in-support-of logo for publicity, promotion and fundraising purposes. Only place the logo on a white, or light grey background. Please submit a copy of promotion and collateral materials to the Foundation for approval before printing and publishing.
- 4) The Foundation does not partner nor support events that go against our core values and mission. We do not participate in any events that could be perceived as offensive, or discriminatory against gender, race, ethnic background, age, physical ability, religious background, sexual orientation and economic status.

**Should you have any questions, please don't hesitate to call us at 604-431-2881.**