

Third Party Fundraising Toolkit

Welcome to your fundraising tool kit for third party events

St. Paul's Foundation is extremely grateful for the efforts of community members like you, who selflessly dedicate their time organizing fundraising events which help others. Your commitment makes an enormous difference by supporting world-leading compassionate care so that patients, residents and their families receive the care they need, when they need it most.

We hope this toolkit will provide all the information you need to host your own fundraising event in your community.

If you have additional questions please do not hesitate to reach out to:

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Donor Programs Officer

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Compassionate care for over a century

Providence Health Care

Providence Health Care has a long-standing commitment of serving those in need. This tradition began more than 120 years ago when the Sisters of Providence came to Vancouver and opened St. Paul's Hospital, a 25-bed "cottage" on the path to English Bay. Since that time, Providence has become a health and wellness resource for patients and residents from all parts of British Columbia. Currently this includes two acute care hospitals, five residential care homes, an assisted living residence, a rehabilitation centre, seven community dialysis units, a hospice, an addictions clinic and a youth health clinic.

About St. Paul's Foundation

St. Paul's Foundation plays an essential role as a fundraising organization connecting donors with the areas of care which matter to them most, ensuring their greatest need are supported financially. The activities of St. Paul's Foundation are essential to countless programs and services, and the benefits are counted in lives saved and transformed, research breakthroughs, and a healthier community.

Thanks to donor support and the activities of people like you, many patients and residents enjoy the highest quality of care and experience possible. Donors to St. Paul's Foundation contribute millions of dollars annually to treat and care for hundreds of thousands of British Columbians, at all stages of life, from neonatal to palliative care.

Please see our [2016/2017 Key Statistics](#) for some further information.



The new St. Paul's.

We are planning a brand new, world-class hospital and integrated health campus just three kilometres from the current hospital on Burrard Street.

The new St. Paul's represents a unique opportunity to transform health care for our community and the people of BC. It will be a catalyst to drive innovation and excellence. It will fundamentally shift the way health care services are experienced by patients, staff, and the wider community. Perhaps best of all, the new St. Paul's will build on a 120-year history of delivering integrated, patient-centred, compassionate care.

About Third Party Fundraising Events

Who?

Third Party Events are fundraising initiatives which occur independently from St. Paul's Foundation. These events are planned, organized and executed by caring and dedicated individuals and groups from our local communities who want to use their time, energy and personal connections to give back and inspire others to do the same.

What?

Events can range from a simple bake sale or birthday party, to more elaborate events such as a reunion celebration, gala dinner, golf tournament or a music concert. Some organizers choose to collect funds at these events, and others create an online fundraising page to ask friends and family for donations over a set period of time. It's up to you to decide. Our goal is to provide you with the tools and support that you need so that you will be successful in your fundraising endeavour.

Where?

Anywhere that's an appropriate setting for your event. Be sure to get the proper approvals and permissions if using a public space or an outside venue.

When?

Your event can take place any time throughout the year. Seasonal events, such as holiday parties, can be extremely successful. For best results, start your planning as early as possible and spread the word! It might take a few reminders to rally your supporters to give or come out to your event.

Why?

Many event organizers have experienced exemplary and compassionate care themselves, or supported a loved one through their health care journey. Usually there is a compelling story behind every decision to give back. We encourage you to tell that story if you can, as it's a great way to inspire others and emphasize the impact that a donation can make.

The funds you raise can be directed to our area of greatest need, or they can be designated to a priority area of your choice. Please ask us for assistance if you wish to direct the money you raise.

About Third Party Fundraising Events...(cont'd)

How St. Paul's Foundation can support you:

- We are happy to provide personalized support and information over the phone or by email.
- We will provide you with a St. Paul's Foundation "proud supporter" logo to display at your event and on your fundraising materials.
- We can provide materials such as donation forms and online fundraising tools.
- We can provide a letter of endorsement once an application form has been submitted and approved (to be used for obtaining donated prizes and gaming licence applications, if needed).
- We can help promote your event details on our St. Paul's Foundation social networks (schedule permitting).
- We will provide official tax receipts for all cash donations \$20 and above (donors full name and address are required). For any online donations, donors will receive an email receipt when they make their gift.
- We can provide you with information on how to direct the money raised and the impact that gifts can have for that area of need.

Please note, we are unable to provide the following:

- Advertising for your event
- Direct access to donor, patient or staff contact information
- Funding or reimbursement for event expenses
- Ticket sales
- Assistance soliciting corporate sponsorship
- In-kind donations such as auction items, prizes or gift certificates
- Insurance coverage for your event
- A liquor and/or gaming licence
- Staff or volunteers to attend your event

See our additional tip sheets for more support:

- [Tips for Planning your Event](#)
- [Tips for your Event Goals and Expenses](#)
- [Tips for Promoting your Event](#)
- [Tips for Event Day](#)
- [Third Party Tax Receipting & Financial Accountability](#)
- [St. Paul's Foundation Branding Guidelines and Logos](#)

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