

Community Fundraiser Responsibilities

Thank you for your interest in supporting Hospice Waterloo Region (HWR) by hosting a community fundraiser. We are very grateful for your support!

Your organization will be responsible for all aspects of organizing and executing your event. The HWR fund development team is available to offer some assistance, support and guidance as noted below.

Communications & Promotions

- All promotions must state that Hospice Waterloo Region is the beneficiary of net proceeds of the event. To reflect this relationship, we suggest the following wording:
“(Your Event Name) in support of Hospice Waterloo Region”
or
“All proceeds from (Your Event Name) will be donated to Hospice Waterloo Region”
- We will provide a listing under Community Fundraisers under the Get Involved tab on our website. Your listing will include an image (photo or logo), event date, details and links to pertinent websites related to your event.
- We will support your Social Media efforts by:
 - Sharing your event on our social media channel (Facebook and Twitter)
 - Liking your social media posts that mention our @hospicewaterloo social media handle.

Promotional Materials

- We are happy to provide you with Hospice Waterloo Region promotional materials, such as brochures and posters for the many programs and services we offer.
- We can prepare a promotional package for your event. Please let us know quantities and date and time of pick up.

Sponsorship & Donations

- We are unable to solicit or contact sponsors on behalf of community fundraisers.
- We require approval of all corporate/sponsorship prospects prior to any solicitations or approaches by organizers and/or their volunteers.

Representation at Event

- We will make every effort to have a staff member attend your event, if requested, as a speaker.
- We cannot provide volunteers or staff to manage the planning or delivery of your event.

Tax Receipts

- After the fundraiser, we are happy to provide tax receipts for direct donations to Hospice Waterloo Region of \$20.00 or more.
- We require, per CRA regulations, donors full name and complete address to issue tax receipt
- Tax receipts will be sent directly to the donor.