

INDEPENDENT COMMUNITY EVENTS POLICY

To ensure ICEs have a positive impact on the hospital's public image, we require organizers to follow our policy as outlined below.

- > BC Children's Hospital Foundation is a registered BC society and a registered Canadian charity. Our Canada Revenue Agency Charitable Business Number is 11885 2433 RR0001.
- > BC Children's Hospital Foundation's "in support of" logo is a registered trademark – unauthorized use is prohibited. Please forward all event materials featuring our name and/or logo to your Foundation representative prior to publication and distribution.
- > Official tax receipts will only be issued in accordance with Canada Revenue Agency guidelines. The final decision to issue official tax receipts rests with BC Children's Hospital Foundation (see ***Tax Receipting Policy***).
- > Event expenses may not be extracted from tax-receiptable donations. All donations requiring a tax receipt must be received in full by BC Children's Hospital Foundation.
- > BC Children's Hospital Foundation will not reimburse organizers for event expenses. Please consider all expenses and a budget to pay for them when you plan your event.
- > Whenever possible, we would appreciate written event information and/or photographs that may be included in the Foundation's publications.
- > Guest attendees from BC Children's Hospital Foundation will receive complimentary tickets or admission when invited to speak or attend an ICE.

BC Children's Hospital Foundation does not approve the following types of fundraising

- > Programs that involve a professional fundraiser, telemarketing and/or an agreement to raise funds on a commission, bonus or percentage basis (with the exception of cause-related marketing programs developed with corporate partners);
- > Events that promote the use of tobacco;
- > Vending machine sales;
- > Events that involve promotion of a political party, candidate or appearing to endorse a political activity;
- > Directly soliciting funds door-to-door, through telemarketing, or through non-foundation online methods

Terms and conditions regarding insurance coverage

BC Children's Hospital Foundation's special/sporting event insurance policy does not extend to your event. Organizers are required to arrange for appropriate insurance coverage for your event. By accepting the terms and conditions set forth in the Independent Community Event application, the event organizer(s) clearly understand that they are accepting responsibility for claims that may arise as a result of the event. Special event insurance will be in the name of the third party organizer.

**Now that you have all the information you need,
it's time to get started with planning your event.**

