

What is a third-party community fundraiser?

A third-party fundraiser is a fundraising initiative organized and funded by an individual, group or organization in the community who wishes to raise money on behalf of the PRHC Foundation.

Examples of community fundraisers include: golf tournaments, personal challenges, lemonade stands, sport tournaments.

Can you mail or email information about my fundraiser to PRHC Foundation donors?

PRHC Foundation cannot email or mail information to donors. However, the PRHC Foundation would be happy to promote to our external and internal audiences (see below).

Will PRHC Foundation help promote my event?

Yes, we will post it on the events section of our website, and share on our social channels and our internal communication channels when appropriate. Any additional promotion is up to the organizers.

Can you provide an online giving page?

Yes, you can choose to fundraise online, offline or both!

Online Fundraising: Once your event has been approved by the PRHC Foundation we will provide you with a link to set up your own, personalized online giving page for your fundraiser. This page can be customized with a unique message and photos. All those who donate will receive an automatic tax receipt and a personalized thank you from the PRHC Foundation.

Offline Fundraising: You can also collect cash or cheques, in person at your event or leading up to it. Please ensure cheques are payable to the PRHC Foundation.

Can you help me find sponsors for my event?

We are unable to approach corporations or individuals on your behalf.

I would like a PRHC or a PRHC Foundation representative to attend my event? How do I go about making that request?

Due to current demand on staff resources and restrictions in place during the pandemic, attendance of a PRHC or PRHC Foundation representative cannot be guaranteed.

All requests for PRHC and PRHC Foundation speakers or guests must flow through the PRHC Foundation. Please send a written request at least 6 weeks in advance of your event to: foundationeventsonline@prhc.on.ca.

Can you pay my event expenses or forward me money to pay expenses?

PRHC Foundation cannot make any payments or provide any funds to cover your fundraiser.



I just completed my fundraiser. How do I get my donation to the PRHC Foundation?

If your fundraiser used our online personal fundraising pages, we have already received the funds and your donors have automatically received their tax receipt.

If you collected offline donations, please make cheques payable to the PRHC Foundation.

Cheques can be mailed or delivered to the PRHC Foundation:

1 Hospital Dr., Peterborough, ON K9J 7C6

We request that funds are received within 60 days of the fundraiser taking place to ensure proper stewardship of your supporters.

Can I offer Charitable Donation Receipts for my event?

The PRHC Foundation can provide a Charitable Donation Receipt only if:

1. The eligible amount of the donation is \$25.00 or greater.
2. The Charitable Donation Receipt is being issued to the person who made the donation OR

where the person issuing the cumulative cheque to the PRHC Foundation has acted as a donation collector and has provided a completed and legible Charitable Donation Receipt Log along with the donation cheque.

3. You provide a complete and legible list of donors on the Charitable Donation Receipt Log.

The following information needs to be completed in the Charitable Donation Receipt Log:

- First and last name
- Address, including city and postal code
- Telephone Number
- Email
- Amount Charitable Donation Receipt to be issued for

I would like to run a raffle at my event. Do I need a license?

Gaming and lotteries including bingos, 50/50 draws, gambling, raffles or games of chance require permits.

Please visit <http://www.agco.on.ca> or <https://www.peterborough.ca/en/city-hall/applications-licences-and-permits.aspx> for more information.

The PRHC Foundation cannot apply for a license on behalf of a community fundraiser.

How do I get a Charitable Donation Receipt for my sponsors?

Sponsorships are not eligible for Charitable Donation Receipts, as the sponsor receives advertising, marketing or promotional value and therefore the payment is not a gift. Instead, sponsors can receive a business acknowledgment letter for the value of their sponsorship which can be used to support business expenses.

Upon request, a business acknowledgment letter can be sent to your sponsors on behalf of the Foundation. Please email the PRHC Foundation a copy of the sponsorship invoice to foundationeventsonline@prhc.on.ca.

(Please anticipate 4-6 weeks for processing.)

If you would like more information or still have questions about hosting an event or organizing a fundraiser, please email:

foundationeventsonline@prhc.on.ca

