

## Mission & Values

The Owen Sound Regional Hospital Foundation is a registered charitable organization that raises funds for equipment, facilities, and staff development for Grey Bruce Health Services – Owen Sound Regional Hospital. All activities undertaken on behalf of the Foundation must be representative in alignment with our mission and organizational values:

**Passion:** The Board, staff, and volunteers of the OSRH Foundation are passionate about making a difference to the hospital, our donors, and the community. We value every contribution made – whether it be financial, volunteer time, or staff time

**Integrity:** We bring integrity and honesty to all of our actions, understanding that the trust of donors and the community is critical to our success

**Accountability:** We are open and accountable to donors, our community, and the hospital, and seek to enhance their understanding and trust of the Foundation and its operations

**Commitment to Relationships:** The Foundation depends on the support of volunteers, donors, the community at large, as well as the partnership and collaboration of the hospital, other GBHS Foundations, and other key stakeholders. We are committed to building strong, open, productive relationships with all

**Excellence:** We seek to earn the support of donors and the community by bringing a high degree of professionalism and excellence to every endeavour we undertake

## Policy Purpose

We are grateful to the individuals and organizations that create events in support of The Owen Sound Regional Hospital, and inspire our community along the way. The funds raised through third-party fundraising play an integral role in supporting and expanding the scope of the Foundation.

The purpose of this Third-Party Event Policy is to ensure that events held in association with the Foundation are consistent with our mission and values, branding guidelines, and uphold our fiduciary responsibility as a registered Canadian charity.

## Event Promotion & Branding

- All third-party fundraisers must represent themselves as third-party fundraisers, rather than a direct arm of the Foundation
- The Owen Sound Regional Hospital Foundation logo is a registered trademark and is not to be reproduced or altered without written permission
- When appropriate, and at the sole discretion of the Foundation, registered third-party events may be promoted across the Foundation's social media accounts and other communication channels

## Financial Guidelines

All event and promotional expenses are the responsibility of the third-party event host unless negotiated with the Foundation during the registration process. All promotional materials must use clear language that defines the benefit and proceeds that will be donated to the Foundation. Charitable tax receipts for any event must be agreed upon in writing by the Foundation before public promotion indicating receipt availability. Remittance of funds raised are anticipated 60 days past event day and/or no later than December 31<sup>st</sup>, and made payable to The Owen Sound Regional Hospital Foundation

## Event Liability

The Owen Sound Regional Hospital Foundation assumes no liability for third party events including but not limited to:

- Insurance and applicable licensing requirements
- Sponsorship obligations/fulfillment
- Expenses incurred due to event cancellation/postponement/underperformance

## Registered Third Party Events

For registered third party events, the Foundation will:

- Acknowledge direct contributions made to the Owen Sound Regional Hospital Foundation
- Approve the use of the Owen Sound Regional Hospital Foundation logo and/or name
- Provide a letter of support to be used to validate the authenticity of the event and its organizers
- Provide support materials, such as newsletters, for the event and information and links, if compatible, for the events' website
- Provide information about the event on the Foundation's social media pages with a link to the event's/organization's website, if such a website exists
- Assist with press releases announcing and/or promoting the event when possible