



Fundraising in the Workplace Form

Thank you for showing interest in fundraising for Kingston's hospitals. We are proud of our community members who devote their time and energy to fundraising for charitable causes. From time to time individuals may wish to promote their fundraising efforts in Kingston's hospitals.

All persons seeking permission to carry out fundraising in one of Kingston's hospitals are required to provide the following information and submit this completed form to University Hospitals Kingston Foundation for review and distribution to the executive leadership group of the hospital.

1. Organization/Staff Information:

Name of Organization/Event: _____

Contact Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____ Phone Number: _____

If hospital employee, please fill out the following:

Employee Name: _____

Title/Department: _____ Phone ext.: _____

Program: _____

2. Event and Location Information:

Event Description: _____

At which location do you wish to fundraise? _____

Type of Event Education Fundraising Information Other

Please specify if other: _____

Number of Expected People _____ Date of Event _____
(NOTE: Please include set-up time in your booking time)

Booking Time – Start _____ End _____

Alternative Time – Start _____ End _____

Space Requested Meeting Room (Please specify size of room required) _____

Lobby Cafeteria Other (please specify) _____

Additional Requirements (please include any other special needs):

3. Event Review (Please answer the following questions)

- Is the event open to the public? Yes No
- Are you serving food? Yes No
- Are you expecting more than 50 people? Yes No
- Will you be charging admission? Yes No
- Will attendees be asked to make a donation? Yes No

If this fundraiser involves product sales, what per cent of the net proceeds will be given to the University Hospitals Kingston Foundation? _____

What do you estimate will be the total size of the donation? _____

Directed to which hospital or program? _____

4. Promotion plans – Will you want to:

- Display printed posters in non-public areas Post info on KGH or Providence Care Facebook
- Circulate printed material to hospital employees Post info on KGH Twitter
- Post info on UHKF events calendar Post on UHKF Facebook

List local businesses or organizations you intend to solicit for prizes or donations: (attach list if needed)

Submitted by: _____ Date: _____
(signature)

Approved by UHKF _____

Date: _____

Approved by Hospital: _____

Date: _____

Date Applicant Notified: _____

Please fax, email or mail to:
University Hospitals Kingston Foundation

55 Rideau St Suite 4
Kingston, ON K7K 2Z8
P: 613-549-5452
F: 613-549-5455
events@uhkf.ca