



### **How University Hospitals Kingston Foundation Can Help**

Thank you for your interest in hosting an event in support of University Hospitals Kingston Foundation. We look forward to working with you throughout the event planning process. Below we have outlined how we can support our Community Events.

#### **University Hospitals Kingston Foundation can provide the following support:**

- Advise and provide guidance on organizing your event
- Send a Foundation representative to attend your event. *(Due to the high volume of events each year this cannot always be guaranteed.)*
- Issue tax receipts if applicable
- List the event on our Calendar of Events webpage
- Authorize use of the Foundation name and logo\*
- Issue a letter of support for your event
- Provide resources including media lists, pledge forms and sample sponsorship letters
- Access to online fundraising tools to help increase your revenue for your event

\* Please note, any use of the University Hospitals Kingston Foundation name and/or logo must be approved by a University Hospitals Kingston Foundation representative before use.

#### **University Hospitals Kingston Foundation is unable to provide the following:**

- Advance funds to cover expenses related to your event
- Provide you with a list of Foundation donors and hospital staff
- Promote or advertise your event other than on the UHKF Calendar of Events
- Assist with ticket sales
- Solicit businesses for sponsorships or for prizes and auctions items. The organizer is responsible for canvassing
- Find volunteers for your fundraising activity
- Request permits or licenses