

Thank you for your interest in fundraising for Kingston Health Sciences Centre (KHSC) through University Hospitals Kingston Foundation (UHKF). **We are so proud of our community members who devote their time and energy to fundraising for charitable causes.**

Anyone seeking permission to carry out fundraising at KHSC is required to comply with hospital policies on fundraising in the workplace (see KHSC policy 07-040) and to submit this completed form to UHKF for review and distribution to the executive leadership of KHSC.

Organization/Staff Information

Organization/Event Name _____
PLEASE PRINT

Contact Name _____

Mailing Address _____

City _____ Province _____ Postal Code _____

Email Address _____ Phone _____

IF YOU ARE A KHSC EMPLOYEE, PLEASE FILL OUT THE FOLLOWING

Title/Department _____ Phone/Ext. _____

Program _____

Is the beneficiary a specific program at KHSC? _____
PLEASE SPECIFY

Event and Location Information

Event Name _____

Event Date _____

Event Location _____

Event Description

.....

.....

Event Time Start _____ End _____

NOTE: PLEASE INCLUDE SET-UP AND TAKE-DOWN IN YOUR BOOKING TIME

Local businesses or organizations you intend to solicit for prizes or donations

.....
.....
.....
.....
.....
.....
.....
.....

PLEASE ATTACH A LIST IF YOU NEED MORE ROOM

Submitted By _____ Date _____
NAME DD / MM / YY

Approved by KHSC _____ Date _____
NAME DD / MM / YY

Approved by UHKF _____ Date _____
NAME DD / MM / YY

Date Applicant Notified _____
DD / MM / YY

Thank you for fundraising for KHSC through UHKF!

Send your completed and signed PDF to foundation@uhkf.ca or fax to **613.549.5455** **OR** Send your completed form via inter-office mail to **UHKF 4-55 Rideau St Kingston ON K7K 2Z8**



University Hospitals Kingston Foundation
uhkf.ca | **613.549.5452** | foundation@uhkf.ca
4-55 Rideau St Kingston ON K7K 2Z8
Charitable Registration No. 820218147RR0001



Proudly Supporting