

Fundraising Event Guide

Planning an event that goes beyond a standard fundraising page? Our [Plan an Event](#) portal could be the perfect fit! These initiatives are organized and run by passionate volunteers—individuals, businesses, and community groups—who are dedicated to supporting St. Michael's Hospital. Think galas, tournaments, or any event that includes a participation fee. This is a fantastic way to engage your network and support St. Michael's Hospital!

- 1** To Get Started: [Complete this Form](#)
- 2** Once you submit this form, you will be contacted by a member of our team within 72 business hours.
- 3** Should you require support from the Foundation, please notify us of your event one month prior to event day.

Event organizers will be required to sign a privacy agreement prior to the approval of their event.

St. Michael's Hospital Foundation can provide the following support:

- Offer advice on event planning
- Provide a letter of support to validate the authenticity of your event
- Have staff or volunteers, when possible, attend the event and/or accept a cheque presentation
- When possible, promote your event on our St. Michael's Hospital community page: [FundraiseForStMikes.ca](#)
- Approve the copy for promotional materials
- Issue tax receipts in accordance with Canada Revenue Agency (CRA) guidelines

Please note: You must obtain permissions from our Foundation Team to use our name and logo

What we cannot do:

- Fund or reimburse any of the event expenses
- Share our mailing list of donors or volunteers
- Guarantee staff or volunteer support and/or attendance at your event
- Guarantee Hospital or Foundation staff to speak at your event
- Provide applications for gaming licenses, permits, or insurance
- Provide prizes, auction items, or awards