



The Perley and Rideau Veterans'  
Health Centre Foundation

La Fondation du Centre de santé  
Perley et Rideau pour anciens combattants

[www.perleyrideaufoundation.ca](http://www.perleyrideaufoundation.ca)

1750 chemin Russell Road, Ottawa, Ontario K1G 5Z6

Tel/Tél: (613) 526-7173 Fax/Télé: (613) 526-7202 Email: [foundation@prvhc.com](mailto:foundation@prvhc.com)

## COMMUNITY EVENT REGISTRATION FORM

Thank you for your signing up to fundraise for the Perley Rideau Foundation! Volunteer organizers and service clubs help the Perley Rideau ensure that excellent resident care, comfort, safety and services are always available for the seniors and Veterans who call the Perley Rideau home.

To fully understand your event, we request that you complete this form and return it to the address above. Once received, a member of the Foundation team will contact you within 3-5 business days to discuss your event. The Perley Rideau Foundation reserves the right to approve all Community Events at our discretion. The event cannot be promoted as a fundraiser for the Foundation until the event has been approved.

### CONTACT INFORMATION

Salutation:  Dr.  Mr.  Mrs.  Ms.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Category that best describes you:  individual,  community,  corporate,  school,  service club

Organization Name (if applicable): \_\_\_\_\_

Please share with us why you chose to support the Perley and Rideau Veterans' Health Centre: \_\_\_\_\_

\_\_\_\_\_

### EVENT INFORMATION

Name of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Expected number of participants: \_\_\_\_\_ Event Type:  one-time,  ongoing,  annual

Brief Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FINANCIAL INFORMATION**

Please provide us with your best estimates of the following general budget information:

A. Total Expected Income (donations, auction, ticket sales, food & beverage sales, etc.): \$ \_\_\_\_\_

B. Expenses (include costs such as advertising, food, entertainment, rentals, etc.) \$ \_\_\_\_\_

C. Anticipated Revenue: (A – B = C) \$ \_\_\_\_\_

*Please note: The Perley Rideau Foundation cannot accept any responsibility for any event costs and encourages the organizers to seek donated goods and services to offset any costs incurred.*

How will the funds be raised? (ie. donations, ticket sales, silent auction etc.): \_\_\_\_\_

Will you be securing sponsors for your event?  Yes  No. If yes, please list the sponsors (prospective/ confirmed): \_\_\_\_\_

Will you be engaging in any gaming activities? If so, please provide permit number: \_\_\_\_\_

Lottery  Bingo  Other: \_\_\_\_\_

Would you like tax receipts issued for your fundraising activity?  Yes  No

**EVENT PROMOTION**

How are you planning on promoting your event? (Facebook, Twitter, blog, website, etc.): \_\_\_\_\_

Would you like this event listed on [www.perleyrideaufoundation.ca](http://www.perleyrideaufoundation.ca)?  Yes  No

Would your event benefit from an online fundraising page?  Yes  No

What event promotion or support items are you requesting from the Foundation?

Banner: \_\_\_\_\_ Donation Cards: \_\_\_\_\_ (Quantity required)

Newsletters: \_\_\_\_\_ (Quantity required) Donation Boxes: \_\_\_\_\_ (Quantity required)

Are you requesting a Perley Rideau Foundation representative to attend?  Yes  No

If yes, what role are you asking them to fill, subject to availability and based on event-specific details? (Speak at event? Greeter to welcome guests? Present the fundraising total with a big cheque? etc.): \_\_\_\_\_

## **FUNDRAISING AGREEMENT**

- Portray a positive and credible image on behalf of the Foundation while conducting all activities related to the community event.
- Provide the Perley Rideau Foundation with all net proceeds from the event along with complete contact information for those donations that qualify for a tax receipt. Note donations received during the event cannot be used to offset the cost of the event.
- Obtain all necessary permits, licenses and insurance in accordance with local event by-laws.
- If the proceeds of the event are restricted, note that 20% of all Community Event proceeds are subject to be allocated to the Foundation's highest priority needs, disbursed at the discretion of the Executive Director of the Foundation.
- Obtain authorization for the use of the Perley Rideau Foundation name and logo in any event materials. The Foundation reserves at any time, the right to withdraw the use of its name.
- All event materials that include a solicitation must disclose the purpose for which the funds are being raised, and the Perley Rideau Foundation's name and contact information. In addition, please ensure that the Perley Rideau Foundation charitable registration number (12194 8038 RR0001) is on all event materials.
- Should the fundraiser be cancelled, the organizer will notify the Perley Rideau Foundation prior to the planned event day.
- Understand that The Perley Rideau Foundation must strictly follow guidelines set by the Canada Revenue Agency (CRA) and cannot issue charitable tax receipts for community events in every circumstance.

## **POST-EVENT INFORMATION**

In order to process your offline donations most effectively, we ask that all proceeds be submitted along with the key event details no later than three weeks from your event date. Cheques should be made out to: Perley Rideau Foundation.

The event organizers will not retain any private donor information, including name, address, telephone number, donation amount, and payment information. Please send all records to the Perley Rideau Foundation.

## **QUESTIONS?**

If you need any additional information, please contact us at 613-526-7173 or [foundation@prvhc.com](mailto:foundation@prvhc.com).

## **ABOUT THE PERLEY RIDEAU**

The Perley and Rideau Veterans' Health Centre is one of Ontario's largest and most progressive long-term care homes. It is also an innovative Seniors Village with 139 independent-living apartments and a 12-bed Guest House providing respite care. Veterans enjoy priority access to 250 of the Health Centre's 450 long-term care beds and to the Seniors Village apartments.

The Perley Rideau serves as a hub for all seniors and particularly benefits those who are isolated or socially frail. Residents of both the Health Centre and the apartments enjoy ready access to a full range of clinical and therapeutic services, along with social and recreational activities and programs.