



### *A Special Kind of Care...*

The foundation of the hospice philosophy is for every individual to have a dignified, pain-free death. Since serving its first patient in 1988, Niagara Hospice has served over 25,000 individuals as well as their immediate and extended families. Hospice services include physical, emotional, spiritual and bereavement care. Hospice care is appropriate for any advanced stage illness, not just cancer, where the prognosis is a life expectancy of *approximately* six months or less.

No one is denied hospice care due to inability to pay. Families who are uninsured or underinsured can take comfort in the fact that hospice services are available to them through the generosity of community supporters *like you*. Your support of the Niagara Hospice mission to provide comfort and care when it's needed most will help ensure that all Niagara County families faced with end-of-life challenges will have access to our *special kind of care*.

### **Third Party Fundraising Events**

Niagara Hospice welcomes community fundraising initiatives to raise awareness and funding for our programs. By taking on this type of project, one assumes the responsibility of producing a successful event with minimal assistance from Niagara Hospice. The Special Events Staff is available for guidance and advice if needed for your event. However, staff and resources of Niagara Hospice are dedicated to our mission and to providing patient care, limiting our ability to schedule, produce, or maintain additional fundraising events. All community fundraising efforts should be run by financially responsible and reputable organizations or individuals motivated by a genuine desire to support Niagara Hospice. **All proceeds you raise for Niagara Hospice directly benefit hospice patients and their families.**

### **Guidelines for Conducting a Community Event**

A community event is a function held to raise awareness and money for an organization or charity. Niagara Hospice encourages community events to promote greater awareness of hospice services as well as broaden the base of donors and partnerships.

#### **I. Publicity**

Event organizers should establish a publicity/public relations plan for their event. Organizers should be sure to include the who, what, where, when and why of their event. Advertising and promotion of the event is the sole responsibility of the third party event organizer. **All media, print materials and public communication mention of Niagara Hospice, our mission, work and logo must be approved by the Niagara Hospice public relations/special events staff for each contemplated event prior to printing or release. Usage of the Hospice Heroes and/or the Niagara Hospice logo(s) on third party event publications shall be determined by the public relations/special events staff.** The Special Events Staff will be a useful resource regarding questions and approval of promotional materials.



## **II. Designation of Donation**

Niagara Hospice's Special Events Staff will provide a list of possible designations for the use of event proceeds to organizers if requested. If your group prefers, you may make an unrestricted gift, in which case Niagara Hospice will use the proceeds to meet the organization's most pressing needs. Please inform the Special Events Staff of intended uses for your event proceeds.

## **III. Solicitation of Corporate Donations**

Niagara Hospice partners with many local businesses and individuals. *Therefore, the Special Events Staff must preapprove all solicitations of corporate gifts on behalf of Niagara Hospice. This will avoid duplication of efforts and excessive requests to any one potential donor.* Niagara Hospice does not provide its donor mailing lists to others for fundraising. Event organizers should have their own lists of potential contributors and participants.

## **IV. Event Donation**

The terms of the donation to Niagara Hospice should be clearly and specifically stated, including when the donation will be made. The portion of the event that will raise money for Niagara Hospice should be clearly stated on the promotional material. For example: all proceeds benefit; a portion (\_\_\_%) of the proceeds benefit; or, \$\_\_\_\_ (set dollar) will benefit Niagara Hospice.

## **V. Tax Deductibility**

Most ticket prices for community events are not fully tax deductible. For example: dinner event tickets are \$150 per person and a good faith estimate of the dinner is \$50, then \$100 is deductible. Please remember that each donor should rely on their own tax advisor for ultimate questions of deductibility.

## **VI. Availability of Niagara Hospice Staff and Volunteers**

Please consult with the Special Events Staff to discuss the level of Hospice support for your event. Also, please let the Staff know well in advance if you would like Hospice representation at your event in an official capacity (to welcome guests, thank participants, make any remarks or join in the ceremonies.) Niagara Hospice representatives will make every effort to attend your event and inform our constituents of event details.

## **VII. Liability Insurance/Permits**

Most events are required to have general liability insurance and may require some event permits (parking, property, etc.) It is advisable that you inquire with the local government and any other entities involved with the event as to what forms of permits/insurance are necessary for your event. Niagara Hospice is not responsible for compliance with insurance and permitting requirements, which are the sole responsibility of the event organizer.



### **VIII. Photography**

In most cases, you will be taking your own photos of your event. In order for your photos to be considered for publication, you should follow these guidelines.

- Take your photos with a film or digital camera. If using a digital camera, make sure its settings are on the highest quality. This will ensure sharp photos when they are reproduced.
- Don't be afraid to take a lot of photos. Also take a variety of shots like close-ups, small groups in an activity, or a wide shot of many individuals.
- **Photo releases are required for your photo to be released to the media or included in our newsletter.** Ask the Special Events Staff for the necessary forms before your event.

### **IX. Event Expenses**

Niagara Hospice will not provide reimbursement for purchases made for a Third Party Event, nor may goods for the event be charged to Niagara Hospice. Any expenses associated with producing the event are the sole responsibility of the host or event organizer and Niagara Hospice will not be liable for any costs or expenses.

### **X. Legal Requirements**

While Niagara Hospice's Special Events Staff is available and pleased to provide general information included in this packet, the ultimate responsibility for meeting these obligations rests with your group. Niagara Hospice encourages your group to obtain qualified professional assistance in meeting these requirements, and the information provided should not be viewed as a substitute for such assistance or as legal advice.

### **XI. Indemnity**

Third Party Event Organizers agree to indemnify and hold harmless Niagara Hospice, its affiliates, officers, employees, agents, representatives, contractors and licensees from and against all claims, losses, damages, liabilities and expenses, including attorneys' fees arising out of or occasioned by an act or omission of the Third Party Event Organizer, or its officers, partners, employees, agents, contractors, licensees, guests, invitees, or attendees in connection with the Third Party Event. Organizers also agree that their activities pursuant to this Agreement will at all times be in compliance with all state and local laws, regulations, ordinances or other requirements.



**Niagara Hospice can provide:**

- Advice and suggestions about event planning
- Promotion of your event to Niagara Hospice staff, volunteers, supporters and the community through regular communication venues: e-newsletters, website, social media (Facebook) and internal communications
- A representative for a check presentation/photo opportunity
- A letter of endorsement from Niagara Hospice acknowledging your organization as soliciting for an event that will benefit Niagara Hospice
- Sample donor/sponsor solicitation letters
- Hospice educational materials for the event

**Niagara Hospice cannot:**

- Assist in soliciting donations or handle mailings
- Share donor lists or contacts
- Assume responsibility of any nature or kind associated directly or indirectly with your event, including collection of monies

**Niagara Hospice Special Events Department**

4675 Sunset Drive

Lockport, NY 14094-1231

**716.280.0780**

**E-mail: [Info@NiagaraHospice.org](mailto:Info@NiagaraHospice.org)**

*[www.NiagaraHospice.org](http://www.NiagaraHospice.org)*

\* *Please note that this form must be signed prior to each contemplated event.*

**AGREED:**

**DATE:**

\_\_\_\_\_  
**EVENT ORGANIZER**

**TITLE OF EVENT:**  
\_\_\_\_\_

*At Niagara Hospice, we believe that every day is a gift. We cherish your gift of support, confident that together we will embrace those in their final journey and comfort their families. Thank you for considering a community event to benefit patients and families served by Niagara Hospice.*



## Event Planning Tips

### **Develop strategies for success**

- Determine the goal(s) for your event. How much money would you like to raise? How many people would you like to attend?
- Decide what type of event you would like to plan. It could be a walk, raffle, golf tournament, motorcycle run or dress down day – the possibilities are endless!
- Contact the Niagara Hospice Special Events Coordinator for more information about planning your event.
- Start planning early! The key to a successful event is preparation.
- Recruit and bring your committee and/or volunteers up-to-date with your plans.
- Talk to other community groups that have held successful events for ideas. The Special Events Coordinator is also a good resource.
- Decide how you will publicize your event. Establish a public relations/publicity plan. Remember, the Special Event Coordinator and Director of Public Relations must approve all communications mentioning Niagara Hospice, our mission, work or logo. We will gladly publicize your event internally, on our website and on social media (Facebook).

### **Make a checklist**

*A checklist provides a step-by-step guide to organizing and executing an event. The following are just a sample of items you should plan for.*

- Develop an event master plan (with all of your things-to-do) and set the event date.
- Select groups or individuals for responsibilities like refreshments, setup and cleanup, ticket sales, etc.
- Prepare all printed materials and disseminate materials to the media after Niagara Hospice's approval.
- Develop a schedule of events if needed and consider logistics like setup, size of the building, signage etc. Also remember to let the Special Events Coordinator know if you would like a Niagara Hospice representative at your event in an official capacity.
- Create a budget. This budget should be specific; including revenue opportunities like sponsorships, donations and ticket sales. Also keep careful track of expenses like printing, food, supplies and rentals. Remember, the budget is the sole responsibility of your group.

**After the event**

- Take time to thank those who have helped along the way.
- Evaluate the event. The Special Events Coordinator can provide your group with an event evaluation form if you wish.
- Call Niagara Hospice to set up a check presentation/photo opportunity.
- Celebrate your success and know that your event has helped to further the mission of Niagara Hospice of *providing the right care, in the right place, at the right time.*

***SAMPLE SOLICITATION LETTER***

[DATE]

Dear Friend of Hospice,

Please be advised that [EVENT] is an endorsed third party event to benefit **Niagara Hospice**. Niagara Hospice is a 501-c-3 charity and a New York State Licensed and Federal Medicare certified non-profit organization that has been caring for patients with end-of-life illnesses and their families since 1988.

**Niagara Hospice** and [EVENT] would appreciate your generosity in supporting this community event. Please know that your donation directly impacts the quality of care given to over 900 local families each year.

Sponsorship checks may be made payable to **Niagara Hospice** and sent to the address below with [EVENT] in the memo line. You will receive a letter of acknowledgement from Niagara Hospice which, with your canceled check, will be your receipt for tax purposes.

Thank you for your support of **Niagara Hospice** through [EVENT]. Because of your generosity, we can continue to offer comfort and care when it's needed most.

Please feel free to call us at 439-4417 or email [info@niagarahospice.com](mailto:info@niagarahospice.com) with any questions or concerns.

Sincerely,

Niagara Hospice, Inc.  
4675 Sunset Drive  
Lockport, NY 14094

[www.NiagaraHospice.org](http://www.NiagaraHospice.org)