

Reference Guide

Organizing a Fundraiser



2009 Campaign

www.treeofhope.ca

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Welcome

This reference guide has been designed to help you successfully organize and plan your fundraising events in support of the Tree of Hope Campaign and its 18th annual Radiothon.

The Dr. Georges-L.-Dumont Hospital Foundation, which heads this provincial campaign, considers itself privileged to count on your support in improving the quality of health care offered to our community. The funds you raise help finance the purchase of medical equipment and research to find new ways to beat cancer. These funds allow the realization of many innovative projects and programs which improve the quality of life of the Dr. Georges-L.-Dumont Regional Hospital's patients.

The Foundation's employees are available to help you make your fundraising event a great success. Please do not hesitate to share with us your suggestions and comments, we always appreciate getting new ideas and feed back to better serve you.

Dr. Georges-L.-Dumont Hospital Foundation
330 Université Avenue
Moncton (NB) E1C 2Z3

Telephone: 506-862-4285
Toll Free: 1-800-862-6775
Fax: 506-862-4474
E-mail: info@dumontfoundation.ca
Website: www.dumontfoundation.ca

Once again, thank you for supporting the Dr. Georges-L.-Dumont Hospital Foundation. Your generosity and selflessness have a positive impact on the health and well-being of our community.

We wish you an excellent 2008 Tree of Hope Campaign, and we look forward to seeing you at the **18th annual Radiothon, on Thursday, November 26th and Friday, November 27th!**

The Dr. Georges-L.-Dumont Hospital Foundation Team

The Dr. Georges-L.-Dumont Hospital Foundation

Since its creation in 1984, the Dr. Georges-L.-Dumont Hospital Foundation's success is anchored in a solid tradition of generosity, which raises funds in support of the Dr. Georges-L.-Dumont Regional Hospital in order to optimize the quality of care and services offered to its patients.

The Foundation's cornerstone rests with the spirit and the determination of these men and women who, like many of you, are motivated by spontaneous acts of kindness benefiting their community.

➤ **Mission**

The Foundation is committed to supporting the development of the Beauséjour Regional Health Authority through fundraising events and programs in order to improve the health care services offered by the Dr. Georges-L.-Dumont Regional Hospital.

➤ **Rationale**

The Foundation contributes to the improvement of health care services offered to patients by financing specific and targeted projects such as the Mgr. Henri-Cormier Lodge, specialized equipment, new technology, and research. The Foundation also supports projects aimed at the development of the Dr. Georges-L.-Dumont Regional Hospital, while promoting awareness to the general public in order to develop its sense of ownership towards the Hospital's outreach. The Foundation encourages participation from area businesses and associations in support of its projects. Finally, the Foundation develops opportunities to allow individuals help finance the Foundation's projects.

➤ **Foundation Contacts**

Dr. Georges-L.-Dumont Hospital Foundation
Telephone: 506-862-4285 / Toll free: 1-800-862-6775
Fax: 506-862-4474 / E-mail: info@dumontfoundation.ca
Internet: www.dumontfoundation.ca

➤ **Fundraising Events**

The Tree of Hope Campaign and its 18th annual Radiothon, aired live on CBC Radio One and Radio-Canada, as well as the annual Valentine's Day Gala, are but a few examples of the Foundation's events. There are also various donation programs, such as In Memoriam gifts (donations made in memory of a loved one) and planned giving (bequests, life insurance, etc.). For more information, visit the Foundation's website at: www.dumontfoundation.ca.

2009 Tree of Hope Campaign

“The power to believe” Quality care for cancer patients

General Positioning

The Tree of Hope Campaign is an annual event of the Dr. Georges-L.-Dumont Hospital Foundation which furthers the development of the Dr. Léon-Richard Oncology Centre, improves quality of care for patients staying at the Mgr. Henri Cormier Lodge and enhances cancer research efforts of the Atlantic Cancer Institute (ACI). Since its inception in 1989, the Tree of Hope Campaign has raised more than \$10 million thanks to the generosity of men and women who find hope by making spontaneous and benevolent gestures for the well-being of their community.

Campaign Identity

For many who take part, the Tree of Hope is a grand campaign where a feeling of belonging reigns. Above all, the Tree of Hope finds its identity in the patient and his or her loved-ones. Its common theme: the real-life story of the patient and his or her loved-ones. The Tree of Hope also unites countless volunteers whose generosity knows no bounds. The Tree of Hope Campaign is marked by pride in people's accomplishments towards a worthy cause. It is also an opportunity to gather together and celebrate community.

➤ Services which receive financial support

The Foundation is proud to be associated to the Dr. Georges-L.-Dumont Regional Hospital and continues pursuing its objectives in order to meet the needs of the community. The following three sectors have received financial support thanks to your donations to the Tree of Hope:

Dr. Léon-Richard Oncology Centre

Opened in 1993, the Dr. Léon-Richard Oncology Centre is a centre specialized in the treatment cancer, offering complete services in radiation therapy, medical oncology and gynecology-oncology, using the most advanced technologies.

Each year, the centre treats approximately 1,500 new cancer patients and offers nearly 25,000 radiotherapy treatments and 5,000 chemotherapy treatments. More than 50,000 visits are registered each year, making the Dr. Léon-Richard Oncology Centre one of the busiest in Atlantic Canada. The centre participates in various research projects and is an active member of the National Cancer Institute of Canada (Group clinical trials), of the Breast Cancer International Research Group and of the Radiation Therapeutic Oncology Group.

Dr. Léon-Richard Oncology Centre
37 Providence Street, Moncton, NB E1C 8X3
(506) 862-4005 / <http://www.beausejour-nb.ca/>

Mgr. Henri-Cormier Lodge

Opened in September 1993 and built at a total cost of \$4.7 million, the Mgr. Henri-Cormier Lodge, which offers accommodations to patients of the Oncology Centre, was entirely financed with the public's donations. Thanks to an expansion completed in 2003, the Lodge can now welcome free of charge 65 patients requiring cancer treatments, as well as 20 companions, from all regions of New Brunswick and neighbouring provinces. In fact, 96% of the Lodge's residents do not live in the Greater Moncton area.

- Accommodates, free of charge, 65 oncology patients and 20 companions.
- Opened in September of 1993 and entirely financed with the public's donations.
- Built at a total cost of \$4.7 million.
- Current occupancy: 100%, and sometimes even up to 110%.
- 96% occupied by people who do not live in the Greater Moncton area.
- Provides a sharing and supportive environment within patients.
- The Lodge is unique in offering this service in New Brunswick.
- Average duration of stay: 30 days, can go up to 60 days depending on the type of treatment.

Mgr. Henri-Cormier Lodge
333 Highfield Street, Moncton, NB E1C 5R7
(506) 862-4010 / <http://www.beausejour-nb.ca/>

Atlantic Cancer Research Institute (ACRI)

Created in 1998, the Atlantic Cancer Research Institute is a non-profit organization which has the only team of its kind in Atlantic Canada. The group aims to increase their research capabilities in specific fields: genomics, gene therapy, biotechnology and their applications in oncology.

A multidisciplinary team of over 20 specialists in molecular and cellular biology, bioinformatics, genomics and pathology has at its disposal a state-of-the-art technological infrastructure. The ACRI is the most important cancer research centre in Atlantic Canada.

Atlantic Cancer Research Institute
Hôtel-Dieu Pavilion
35 Providence Street, Moncton, NB E1C 8X3
Tel.: 506-862-7512 / Fax: 506-862-7571
info@canceratlantique.ca / <http://www.irmb.ca/>

➤ **Achievements 2001-2008**

Thanks to the funds raised, the Dr. Georges-L.-Dumont Hospital Foundation has financed essential projects which directly benefited cancer patients:

- Construction and expansion of the Mgr. Henri-Cormier Lodge.
- Purchase of a third linear accelerator for radiation treatments. Since its arrival, the waiting list was cut from several months to only three weeks.
- Support of a unique teleoncology program for the screening of cervical cancer. The Foundation's contribution allows this innovative telemedicine program to reach women in various regions of New Brunswick.
- Purchase of a brachytherapy system to treat prostate cancer.
- Support towards the Beauséjour Medical Research Institute (now known as the ACRI) for cancer research initiatives.
- Purchase of education computer software for patients who visit the oncology centre.
- Implementation and advancement of the Integrated Computerized Oncology Network (ICON), a system that allows the centralization of data of oncology patients.
- Purchase of equipment for cancer detection and screening. This equipment enables the elimination of certain surgeries and reduces the number of patient visits to the hospital.
- Establishment of the pediatric oncology program. Info-Hope acts as an information source for the public as well as for health care professionals.
- Development of a continuous support service for patients who receive chemotherapy treatments in the Caraquet, Bathurst, Campbellton and Edmundston regions.

18th annual Radiothon: culminating point of the campaign

➤ Summary of the latest Radiothon

The Radiothon remains without a doubt the catalyst and the gathering place for the participants of the Tree of Hope Campaign. The 2008 Radiothon surpassed its objective of \$1.5 million to raise **\$1,525,664** thanks to listeners' generous donations. Proud of this success, the Dr. Georges-L.-Dumont Hospital Foundation pursues its mission by presenting its 18th annual Radiothon on Thursday, November 26th (anglophone edition) and on Friday, November 27th (francophone edition), 2009. It's an event not to be missed!

➤ CBC Radio One and *Première Chaîne de Radio-Canada*, first rate partners

For 17 consecutive years, the *Première Chaîne de Radio-Canada Acadie* is a key player in the success of the Tree of Hope Campaign. In fact, the *Première Chaîne de Radio-Canada Acadie* forgoes its usual programming to broadcast live from the New Brunswick Community College in Dieppe for a period of 14 hours. And since 2001, the Tree of Hope Radiothon is also aired in English by CBC Radio One, from 6 a.m. to 10 a.m., during the "Information Morning" program.

Throughout these two days, radio hosts, musicians, volunteers, donors, cancer survivors and all those striving to beat cancer share the stage to offer testimonials full of hope. Medical experts are also invited to present recent innovations in cancer research and discuss new technologies available for improved treatment.

Once again, spokespersons representing various communities and organizations will announce with pride the results of their fundraising events held throughout the year in support of the Tree of Hope Campaign.

➤ Join us for the 18th annual Radiothon!

The Tree of Hope Radiothon is also an important musical and cultural celebration where talented artists offer their time to support the campaign. The 18th annual Radiothon will be aired on CBC Radio One on Thursday, November 26th, and on Friday, November 27th on *Première Chaîne de Radio-Canada Acadie*, live from the Dieppe campus of the New Brunswick Community College.

"My students and I have been volunteers at the Tree of Hope Radiothon for the past six years. Each year, it is always a great pleasure to offer our help for this good cause. My students enjoy this rewarding experience and are happy to have the chance to participate as volunteers."

**Louissette Boucher
Teacher, NBCC - Dieppe**

➤ Highlights

- Provincial outreach: The Tree of Hope Campaign supports people from all corners of New Brunswick; in fact, over 55% of the Dr. Léon-Richard Oncology Centre's patients and 85% of the Mgr. Henri-Cormier Lodge's residents do not live in southeastern NB.
- By and for the community: 100% of funds raised by the Tree of Hope Campaign stay here, to help our families, our neighbours.
- Distribution of funds: While administration expenses represent an average of 17% of Canadian philanthropic organizations' revenues, the Foundation's administrative fees represent 12% of the funds it raises. Proper management of the Foundation means a higher percentage of monies are directly contributed to the improvement of patients' well-being.
- Standards and ethics within the Foundation: Since its creation, the Foundation's members and staff work with integrity and respect the highest professional and ethical standards. The basic principles of philanthropy require the Foundation to respect the donor's wishes. Accountability towards the donors and the community is of the utmost importance; funds are thus distributed to the sectors designated by the donor.

➤ Statistics

In Canada:

- An estimated 171,000 new cases of cancer and 75,300 deaths from cancer will occur in 2009; which represents 4,600 new cases and 1,500 more deaths than in 2008.
- Based on current incidence rates, 40% of Canadian women will develop a cancer during their lifetime. Among men, 45% will develop cancer during their lifetime.
- 30% of new cancer cases and 17% of deaths due to this disease will occur in young and middle-aged adults, between the ages of 20 and 59, in their most productive stage of life.
- 1 in 4 Canadians, or 24% of women and 29% of men, will die of cancer.
- Lung cancer remains the leading cause of death in both men and women.
- On average, an estimated 836 children aged 0-14 develop cancer each year.

In New Brunswick:

- An estimated 4,500 new cases of cancer will be diagnosed in New Brunswick in 2009 (2,400 new cases in men and 2,100 in women).
- An estimated 2,000 New Brunswick residents (1,100 men and 900 women) will die of cancer 2009.
- Prostate cancer is the most frequently occurring cancer in men in New Brunswick. An estimated 670 men will be diagnosed with prostate cancer and 140 will die from it in 2007.

Tree of Hope 2009 - The power to believe

Quality health care for people with cancer.

- Breast cancer is the most frequently occurring cancer in women in New Brunswick. An estimated 550 women will be diagnosed with breast cancer and 130 will die from it.

Much progress has been made in oncology within the last few years. Early detection and improved treatments are two factors which explain why more Canadians living with cancer can hope to live longer and to beat the disease.

For example:

- In 1976, the survival rate of men who develop cancer was of 38%, while for women, that rate was 50%. Today, 51% of men beat the disease, as do 58% of women.
- In 1976, the survival rate of Canadian men who develop prostate cancer was 60%. Today, that rate has gone up to 78%.
- In 1976, the survival rate of Canadian women who develop breast cancer was 65%. Today, that rate is 77%, which is the highest survival rate since 1950.

Sources: Canadian Cancer Statistics 2007, Canadian Cancer Society (www.cancer.ca) and National Cancer Institute Canada (www.ncic.cancer.ca).

Organizing a Fundraiser

The Dr. Georges-L.-Dumont Hospital Foundation considers it a privilege to have the support of such a large number of volunteers who contribute to the improvement of health care offered in our region by organizing fundraising events.

We kindly ask you to carefully read the following information and to follow the procedures outlined in this guide. If you have any questions, please do not hesitate to contact us:

- Tina Thibodeau, Director of Annual Campaigns
Tel.: 506-869-2852 / E-mail: tinat@dumontfoundation.ca
- Sylvie Nadeau, Development Officer of Annual Campaigns
Tel.: 506-862-7505 / E-mail: sylvien@dumontfoundation.ca

➤ **How the Foundation can help you**

- Tips on how to organize activities.
- Letter of support to validate the event's authenticity.
- Approval for the use of the Foundation's name and/or logo. Please note that you must obtain the staff's approval to use the Foundation's name, as well as any material which uses the name and/or logo of the Foundation and its entities.
- Support to obtain a lottery permit.
- Support with media relations.
- Distribution of a limited number of promotional items (see Appendix B).

Tree of Hope 2009 - The power to believe

Quality health care for people with cancer.

- Depending on availability, a representative of the Foundation may be present at your event or at the presentation of the cheque.

Please note that the Foundation cannot finance or reimburse your expenses. The Foundation cannot share lists of our donors, sponsors or volunteers.

➤ **Steps for a successful event**

Hold a brainstorming session

Talk with your friends, your colleagues and your family. Together, find an original and fun activity which will motivate you. Uninspired? Here are a few examples of popular activities:

- The "a-thons": wash-a-thon, rock-a-thon, walk-a-thon, bowl-a-thon, etc.
- Sport tournaments: golf, hockey, pool, darts, marathons, etc.
- Auctions and garage sales.
- Barbecues, community breakfasts and suppers.
- Sales (crafts, baked goodies, recipe books).
- Jeans Day.
- Bingos, casinos, lotteries and draws.
- Dances and benefit concerts.
- Fashion and makeover shows.
- Door-to-door fundraising.
- Jail N' Bail.
- Bottle drive.
- Sale of light bulbs for the municipal Christmas tree.
- Payroll deduction programs within your company.
- Challenges between your office and your competitors or with other businesses.
- Fundraising campaign within your company, your union or your association.
- etc.

There is really no limit to what you can undertake! Be creative, innovative and bold – you will thus improve your chances of getting noticed and of your event being a great success. Your event should correspond with our mission and promote an appropriate image of the Foundation.

Form and organizing committee

Your event's success depends entirely on your volunteers' commitment. You will need competent and enthusiastic people to help you plan your activity. Start by filling the key positions, such as those of the president, the treasurer, and the secretary. As well, try to recruit members who have particular knowledge or special talents, for example, graphic design, sponsorships, marketing, event planning, etc. Be sure to include as many volunteers as necessary to accomplish all tasks.

Tell us about your event

To better help you organize your event, we will need a detailed description. Please fill out the registration form (Appendix A) and send it to the Special Events Director for approval. Once the form has been received, it will be much easier for us to ensure that your activity does not conflict with other fundraising events.

Details regarding the event

Define your financial goal; be sure that this goal is realistic and measurable. Choose a date for the event. Consult your community calendar so as to avoid a conflict with other popular activities or to find existing events with which you could establish interesting partnerships. Make a list of all the tasks and of the resources needed to ensure your event's success, then establish a timeline for each step of the project. Decide who will be responsible of what.

Book dates in advance for regular meetings. Be meticulous and take notes of everything that was discussed during these meetings. The Foundation's staff will be more than happy to look over these details with you during your first planning meetings.

Decide on a budget

Identify all possible sources of revenues and expenses. In the revenue column, be sure to include all sponsorships, cash donations and gifts in kind (goods and services offered free of charge). Expenses related to rent, permits, design and printing, publicity and the purchase of prizes and/or various items should all be included in the budget.

For a larger-scale event, it is wise to open a new bank account which requires the signature of two people. Your accounting will become much easier to manage during the planning process, as well as after the event. Don't forget that the lower your expenses, the more funds you will be able to contribute to improve the health care offered to our patients.

Promote your event

Publicize your event by distributing flyers and posters, through word of mouth, etc. To assist in your fundraising, it will be our pleasure to offer you Tree of Hope promotional items, like balloons and temporary tattoos. All you need to do is indicate the items required on the order form found in Appendix B. Please note that some items are offered free of charge, while we must charge a small fee for others. Help us reduce costs by requesting only the quantity required.

While we encourage you to promote your event, it is very important that the Foundation's name and logo be used correctly. This is why we ask you to obtain our approval for all your promotional items before they are published and/or distributed.

After the event

Congratulations! Your event was very successful, and it is now time to break down the funds collected.

We kindly ask that funds raised be sent directly to the Foundation within 30 days after the event.

This will allow staff to issue, if applicable, the official income tax receipts in a more efficient and timely manner. Afterwards, it is also highly recommended to examine the event in order to discuss successes, improvements to be made and recommendations for future editions of the event.

Above all, remember to recognize and thank all the people who contributed, in some form or another, to your event's success: volunteers, donors, sponsors, hosts, etc. We can give you some examples of thank you letters if you need some inspiration.

About Official Income Tax Receipts

The Foundation's staff always strives for the highest ethical and professional standards. As a charitable organization, we must respect the rules and regulations set forth by the Canada Revenue Agency, in

order to protect our status (which gives us the privilege of issuing official income tax receipts) and continue with our commitment towards improving the health care offered to our patients.

The Foundation's staff will decide whether or not to issue official income tax receipts after evaluating the donation's eligibility, as determined by the Canada Revenue Agency's rules and policies.

In order to distribute the official receipts to our generous donors in a timely and precise fashion, we need the following information:

- the amount of the donation
- the donor's name
- the complete mailing address
- the telephone number
- the donor's original cheque, if applicable.

We encourage you to fill out the pledge form found at Appendix C to help you obtain all the pertinent information about each donor.

It is very important to note that an official receipt may only be issued to donors **who have not received any goods or benefits in return for their donation**. The purchase of tickets for a lottery or a draw, for an event, or even for promotional items is only but a few examples of "donations" which are not eligible for an official receipt.

However, a percentage of the donation may be eligible for an official receipt, even if a benefit has been received, as in the case of a benefit supper, an auction or a golf tournament. The Canada Revenue Agency's rules regarding the calculation of the eligible tax deductible amount are quite complicated; we ask that you contact the Foundation in these situations.

We strongly suggest that your group not advertise that an official receipt will be issued to donors for a specific amount. Please use generic terms, such as: "An official income tax receipt for the net value of the donation will be issued."

For more information regarding the Canada Revenue Agency's policies and the issuance of income tax receipts by registered charities, please do not hesitate to contact the Foundation's staff. You can also visit the Agency's website at the following address: www.cra-arc.gc.ca.

Thank you for giving your time and for your efforts to make a difference in the lives of cancer patients.

Appendix A

Registration Form

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Event Agreement

Registration Form

Submission of a fundraising event in support of the Dr. Georges-L.-Dumont Hospital Foundation

Organizer Information

Name of group sponsoring the event: _____

Contact person: _____ Telephone: _____

Mailing address: _____

Fax: _____ E-mail: _____

Name and phone number of committee members:

Description of the event

Date of the event: _____

Where the event will be held: _____

Financial goal: _____

Description of the event: _____

Would you like to have a representative of the Foundation assist your event? * yes no

* The Foundation will make every effort to have someone attend your event, but cannot guarantee it.

Fundraising Event Agreement

Thank you for offering to sponsor/organize an event in support of the Dr. Georges-L.-Dumont Hospital Foundation. These activities help raise funds which are fundamental to improving the quality of life of our patients. This agreement outlines the responsibilities of each party.

The event organizer accepts to:

- Ensure the planning and the implementation of the event
- Take charge of all costs related to the event
- Recruit the proper number of volunteers for the event
- Promote the event
- Obtain the Foundation's approval for all printed material which uses the Foundation or the Tree of Hope's name
- Be responsible of the event's finances
- Act with honesty and integrity, and respect all applicable laws while soliciting on behalf of the Foundation

The Dr. Georges-L.-Dumont Hospital Foundation accepts to:

- Promote the event through press releases
- Distribute the Foundation's promotional items, when necessary
- Deposit the event's profits
- Issue official income tax receipts, if applicable

Other conditions related to the agreement:

I, _____, understand and accept the guidelines and conditions
(organizer's name)
as described in this document.

Signed by: _____

Date: _____

Once completed, send the form, either by fax at 506-862-4474 or by mail at the following address:

Dr. Georges-L.-Dumont Hospital Foundation
330 Université Avenue
Moncton (NB) E1C 2Z3
c/o: Tina Thibodeau, Director of Annual Campaigns

Appendix B

Promotional Items

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Order Form

2009 Tree of Hope Promotional Items

	<p>Donation Card: One of the Tree of Hope's simplest and most successful fundraisers. They can be offered at school events, community events or in local businesses.</p>		<p>Poster "Let's help our cancer patients" (11" X 17"): Promote your Tree of Hope fundraising activity using a campaign poster. Event-specific details can be noted at the foot of the poster.</p>
	<p>Temporary Tattoo (1,5" X 1,5"): Very popular with kids. Can be removed easily.</p>		<p>Balloon: Green with white Tree of Hope logo.</p>
	<p>Casual Day Sticker (2,5" X 2,5"): Encourage your co-workers to show their support by wearing this sticker on casual or dress-down days.</p>		<p>Carabiner: ideal for rock climbing, hiking, or simply to hold your keys; green with Tree of Hope logo.</p>
	<p>Bandana: Black with Tree of Hope logo. (One-size)</p>		<p>Bracelets: Green or multicoloured with "Tree of Hope" pattern.</p>
	<p>Keychain: Green with "Tree of Hope" writing.</p>		<p>Pin: Silver with Tree of Hope logo.</p>
	<p>Magnetic Ribbons: for vehicles, with a centre pop-up which can be placed on your refrigerator.</p>		<p>T-shirt: light tan or white cotton with Tree of Hope logo.</p>
	<p>Eco-friendly bag(18"x16"x6"): Cotton canvas green & black with Tree of Hope logo, slogan & Website.</p>		

Please note that some items are offered free of charge, while we must charge a small fee for others. Help us reduce costs by requesting only the quantity required.

Appendix C

Pledge Forms

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Guidelines

Guidelines

During your fundraising, we kindly ask you to respect the following guidelines when you fill out the enclosed pledge form:

- Please take the time to fill in each box on the form. This will help us obtain all the required information to send out official income tax receipts to donors who request it, that is, if the donor is eligible for an income tax receipt.
- In the "Receipt?" box, please indicate if the donor would like to receive an official receipt for income tax purposes or not.
- Even if a donor does not wish to receive an official income tax receipt, we ask that you obtain all the information requested on the form. If the donor refuses to give his/her information, simply write *Anonymous* in the "Name" box and indicate the amount of the donation (very important).
- The total of funds that you remit to the Foundation must be equal to the total amount indicated on the pledge forms.
- If you have collected a considerable amount of cash, please do not send it by mail. Instead, exchange the cash for a cheque or money order prepared by your bank or credit union.
- We ask that all the funds raised, accompanied by all the pledge forms, be sent directly to the Foundation within 30 days following your event. This will allow the Foundation's staff to issue income tax receipts in a more efficient and timely manner.
- If you have any questions regarding any of these steps, we are always there to help you. Please do not hesitate to contact us at 506-862-4285, toll free at 1-800-862-6775, or by e-mail at: info@dumontfoundation.ca. It will be our pleasure to assist you.



Appendix D

Payroll Deduction Form

PAYROLL DEDUCTION FORM

Employee Name: _____ Employee Number: _____

Address (residence): _____

City: _____ Postal Code: _____

Telephone (office): _____ Telephone (residence): _____

E-mail: _____

Employer Name: _____

I accept that my name be added to the official and public listing of donors. The Foundation will presume acceptance if no box is checked. yes no

I authorize my employer to deduct the amount of \$_____ per pay, for a period of _____ year(s), to honour my commitment towards the payroll deduction program in support of the Dr. Georges-L.-Dumont Hospital Foundation's Tree of Hope Campaign.

Signature: _____ Date: _____

- Your contributions will be indicated in the appropriate box of your employer's T4 slip for income tax purposes. Otherwise, the Foundation will send you an official income tax receipt.
- The Foundation recognizes your right to end this commitment at any time, by preparing a simple written notice signed by yourself (the employee). This notice must be given to the employer.

Suggested contributions (26 pay periods per year)		
<u>Per pay</u>	<u>Per year</u>	<u>Over 5 years</u>
\$1	\$26	\$130
\$3	\$78	\$390
\$5	\$130	\$650
\$7	\$182	\$910
\$9	\$234	\$1,170
\$11	\$286	\$1,430
\$13	\$338	\$1,690
\$15	\$390	\$1,950

For more information:

Dr. Georges-L.-Dumont Hospital Foundation

330 Université Avenue, Moncton, NB E1C 2Z3

Tel.: 506-862-4285 or 1-800-862-6775 • E-mail: info@dumontfoundation.ca

The Foundation works tirelessly to meet the needs of our volunteers and their fundraising events. We need your support to successfully pursue our common mission.

With all our hearts, thank you!

The Dr. Georges-L.-Dumont Hospital Foundation team