



COMMUNITY LED EVENTS HOST TOOLKIT

saugeenshoresfoundation.ca

WHAT IS A COMMUNITY LED EVENT?

Community Led Events are independently organized fundraisers hosted by community members, businesses, schools, teams, or organizations in support of Saugeen Shores Hospital Foundation.

From bake sales to golf tournaments, every event helps support local healthcare across the Brightshores Health System region.

HOW IT WORKS

1. DREAM IT

Choose an idea that fits your interests, skills, and community.

2. PLAN IT

Set a goal, pick a date, recruit help, and promote your event.

3. HOST IT

Bring people together and have fun while supporting local healthcare.

4. CELEBRATE IT

Submit your proceeds and celebrate the impact you made.



STEP 1: CHOOSE YOUR EVENT



WHAT ARE YOU INTERESTS?

- COMMUNITY DINNERS
- GARAGE SALES
- GOLF TOURNAMENTS
- BAKE SALES
- WORKPLACE CAUSUAL DAYS



WHAT ARE YOUR SKILLS?

- FITNESS CHALLENGES
- BIRTHDAY OR CELEBRATIONS
- SCHOOL INITIATIVES
- SPORT TOURNAMENTS
- LIVE MUSIC NIGHTS



COMMUNITY CONNECTIONS

WHY IT MATTERS

Every Community Led Event helps advance healthcare close to home by supporting vital equipment, technology, and healthcare priorities across the Brightshores Health System.

STEP 2: SUBMIT YOUR EVENT PROPOSAL



Before promoting your event, please contact the foundation with:

- EVENT NAME
- DATE AND LOCATION
- BRIEF DESCRIPTION
- ORGANIZER CONTACT INFORMATION

STEP 3: PLAN YOUR EVENT



- ☐ SET A FUNDRAISING GOAL
- ☐ CREATE A BUDGET
- ☐ SECURE VENUE OR LOCATION
- ☐ RECRUIT VOLUNTEERS IF NEEDED
- ☐ PROMOTE YOUR EVENT
- ☐ COLLECT DONATIONS SAFELY
- ☐ TAKE PHOTOS AND CELEBRATE YOUR IMPACT

PROMOTION GUIDELINES

CLICK TO FOLLOW
US ON SOCIAL
MEDIA



APPROVED EVENTS MAY:

- State they are “in support of Saugeen Shores Hospital Foundation”
- Use approved Foundation logos provided by staff
- Tag the Foundation on social media

SOCIAL MEDIA TIPS

- Share photos and videos
- Post regularly leading up to your event
- Tell people why local healthcare matters to you
- Include your donation or registration link
- Encourage friends and sponsors to share your posts

SUGGESTED HASHTAGS

#SupportLocalHealthcare
#CareCloseToHome
#BrightshoresHealthSystem



TAX RECEIPT INFORMATION & IMPORTANT GUIDELINES

Saugeen Shores Hospital Foundation follows Canada Revenue Agency guidelines for charitable receipting.

Tax receipts are generally NOT issued for:

- Event tickets
- Auction purchases
- Raffle tickets
- Registration fees
- Payments where goods, meals, entertainment, or sponsorship recognition are received

If you have questions about receipting, please contact the Foundation before your event.

COMMUNITY LED EVENT ORGANIZERS ARE RESPONSIBLE FOR:

- Event planning and management
- Expenses and finances
- Insurance, permits, and licenses if required
- Volunteer coordination
- Following municipal, provincial, and federal regulations

THE SAUGEEN SHORES HOSPITAL FOUNDATION CANNOT:

- Cover event expenses
- Provide donor or mailing lists
- Guarantee staff or volunteer attendance
- Obtain liquor licenses or gaming licenses
- Solicit sponsors on behalf of organizers

AFTER YOUR EVENT

- Submit proceeds to the Foundation within 30 days
- Share photos and fundraising totals
- Thank your supporters, volunteers, and sponsors
- Celebrate the impact you made for local healthcare

WE'RE HERE TO HELP

Our team can provide:

- Event guidance and support
- Foundation messaging and logos
- Social media collaboration when possible
- Donation information
- Fundraising ideas and resources

Thank you for helping advance healthcare close to home. Your community support makes a meaningful difference for patients and families across our region.

CONTACT US

Saugeen Shores
Hospital Foundation
Advancing healthcare
close to home

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