



Hospice Whitby

ROGER ANDERSON HOUSE



Community Event Guide

Thank you for your interest in hosting a Community Event in support of Hospice Whitby – Roger Anderson House. Your generosity and creativity play a vital role in helping us build and sustain compassionate end-of-life care close to home for Durham Region residents.

This guide is designed to help you plan a successful Community Event while ensuring alignment with Hospice Whitby's mission, policies, and CRA requirements.

About Hospice Whitby - Roger Anderson House

Hospice Whitby is dedicated to providing compassionate, community-based end-of-life care and support for individuals and families across Durham Region. Our future hospice residence, Roger Anderson House, will offer comfort, dignity, and specialized care at no cost to residents.

As a charitable organization, we rely on the generosity of our community to fundraise for both the construction and ongoing operation of our hospice. Community Events are critical to our mission as they raise essential funds, increase awareness, and bring people together around a shared purpose. Funds raised through Community Events may support hospice construction, operations, or priority needs, as determined by Hospice Whitby.

What is a Community Event? (also known as Third Party event)

A Third-Party Event is an independently organized fundraising activity hosted by a community member, group, school, workplace, or business in support Hospice Whitby. The event is planned and managed by you, while Hospice Whitby is the beneficiary of funds raised.





Getting Started

We recommend contacting Hospice Whitby at least 30 days in advance of your event whenever possible.

1. Submit your event idea

Reach out to Hospice Whitby by email to let us know about your plans.

2. Choose your date and format

Confirm your event date, location, and how you will fundraise.

3. Set your fundraising goal – Decide what you hope to raise and how you will measure success.

4. Request support – Ask for logo files, an endorsement letter, or social media promotion.

5. Promote your event – Share your event across your social channels and networks.

6. Host your event – Enjoy your event and thank your participants and supporters.

7. Submit funds raised – Arrange payment to Hospice Whitby following your event.

Planning Tips for a Successful Event

- Start early – Allow enough time to plan, promote, and organize logistics.
- Set a goal – Define what success looks like for your event.
- Choose the right format – Pick an activity that fits your audience, budget, and timeline.
- Create a budget – Keep expenses low to maximize funds raised.
- Promote widely – Use social media, email, posters, and word-of-mouth to spread the word.
- Engage your network – Invite friends, family, coworkers, and local businesses to participate.
- Keep it fun – Events that are engaging and meaningful encourage participation and giving.

How Hospice Whitby Can Support You

To help make your event a success, Hospice Whitby may provide:

- Support via phone or email throughout your planning process
- Provide the Hospice Whitby logo for approved promotional use
- Share your event on our social media channels (up to 3–4 posts)
- An endorsement letter for soliciting prizes, sponsors, or licenses
- Charitable tax receipts will be issued for donations of \$10 or more. (See FAQs for details)
- Upon request, a Hospice Whitby representative may attend your event, subject to availability
- A photo opportunity and cheque presentation to recognize your support.

What Hospice Whitby is Not Responsible For

Please note that Hospice Whitby is unable to:

- Cover any costs related to the Third-Party Event
- Provide staffing or volunteers for any Third-Party Event (unless requested at least 30 days in advance)
- Guarantee Board, staff, or volunteer attendance
- Share donor, supporters or member lists or contacts
- Assume responsibility or liability of any kind, directly or indirectly, related to your event

Frequently Asked Questions

Are donations tax receiptable?

All donations of \$10 or more are eligible for a charitable tax receipt. Receipts are issued in compliance with CRA guidelines, and event organizers must provide the names, mailing addresses, and email addresses of donors who qualify to receive a tax receipt. Incomplete information may delay receipt issuance.

How do I submit the funds raised?

Instructions for submitting funds will be provided following your event.

Can Hospice Whitby promote my event?

Yes. We will share your event on our social media pages up to 3–4 times.

Can I use the Hospice Whitby logo?

Yes. Approved logo files will be provided for promotional use.

Will a Hospice Whitby representative attend my event?

Attendance may be available upon request, depending on staff availability.

Can I issue my own tax receipts?

No. All tax receipts must be issued directly by Hospice Whitby.

Let's Get Started!

We can't wait to hear your ideas and support you along the way.



info@hospicewhitby.ca

289-355-9530

Let's make something meaningful together.

Thank You

We are deeply grateful for your support and commitment to Hospice Whitby. Your Community Event helps bring compassionate end-of-life care closer to home for families across Durham Region.

Together, we are building something truly meaningful.

