

ST. JOSEPH'S FOUNDATION OF THUNDER BAY
63 CARRIE STREET, THUNDER BAY, ON P7A 4J2

POLICY

SJF-FND-014 External 3 rd Party Events	DATE APPROVED: July 2025
	NEXT REVIEW DATE: July 2027
	APPROVAL: 

Purpose

This policy outlines the principles and procedures that govern third-party philanthropy events conducted by individuals, businesses, or organizations (“Organizers”) on behalf of St. Joseph’s Foundation of Thunder Bay (SJF). It ensures consistency, protects the reputation of SJF, and provides support to those raising funds for the clients and programs of St. Joseph’s Care Group (SJCG).

Eligibility and Approval Process

- All third-party philanthropy events must align with the mission and values of SJF.
- An **Event Application Form** must be completed and submitted to SJF **at least 8 weeks** prior to the proposed event date.
- Approval must be obtained from SJF **prior to any promotion or planning** of the event.
- SJF reserves the right to **decline or withdraw approval** at any time.

Use of SJF Name and Logo

- Written approval is required for **any use of the SJF or SJCG name and/or logo** in promotional materials.
- All materials must comply with the **SJF brand identity and communication standards**.

Insurance and Licensing

- SJF **does not assume liability** for any third-party events.
- Organizers are responsible for obtaining any **required liability insurance**.
- **Lottery licenses** (e.g., raffles, 50/50s) can only be secured by SJF; however, the organizer must cover all related costs.
- **Liquor licenses** must be obtained directly by the Organizer. SJF cannot assist with this.

Financial Responsibility

- Organizers are responsible for all aspects of **financial management** including:
 - Collecting and safeguarding funds.
 - Managing event expenses.
 - Submitting proceeds to SJF within **30 days** of event completion.
- SJF will not **advance funds**, pay expenses, or reimburse costs associated with the event.
- Organizers may deduct reasonable expenses from gross revenue prior to donation.

Charitable Receipts

- SJF does **not issue charitable donation receipts** for event admission or ticket sales.
- Charitable donation receipts may be issued for **individual donations** of \$25.00 or more, where no benefit is received in return. Contributions must be made directly to SJF.
- Online donation portals can be arranged upon request.

Volunteers and Event Execution

- The Organizer is responsible for **securing volunteers** and managing logistics.
- SJF may assist in sourcing volunteers or assigning a representative to participate in the event or on an organizing committee, depending on availability.

Event Cancellation or Changes

- SJF must be notified **immediately** if the event is postponed, modified, or cancelled.

Marketing and Recognition

- SJF may assist with **promotion** of approved events via:
 - Social media
 - Website
 - SJCG internal communication channels
- SJF can provide **branded promotional materials** (e.g., banners) and support media engagement for recognition opportunities such as **cheque presentations** and **press releases**.

Confidentiality

- SJF will not provide access to donor or sponsor lists but may, where appropriate, **contact potential supporters on your behalf.**

Donation Submission & Acknowledgment

- Donations and proceeds must be submitted within 30 days.
- Upon receipt of funds, SJF will:
 - Provide a **thank-you letter and acknowledgment.**
 - Arrange for **public recognition** if applicable (e.g., media photo op).

Examples of Approved Philanthropy Events

Examples include but are not limited to:

- Galas, tournaments, bake sales, garage sales
- Birthday/anniversary giving in lieu of gifts
- Auctions, raffles (with SJF-issued licenses), BBQs, dinners, car washes
- Social media or email-based donation campaigns

Contact & Submission

Applications and inquiries can be directed to:

St. Joseph's Foundation of Thunder Bay
63 Carrie Street, Thunder Bay, ON P7A 4J2
Email: sjcg.foundation@tbh.net
Phone: (807) 768-4402
Contact: Philanthropy Associate

We are deeply grateful for your generosity and commitment to improving the lives of those served by St. Joseph's Care Group. Together, we continue a proud legacy of compassion, care, and community support.