

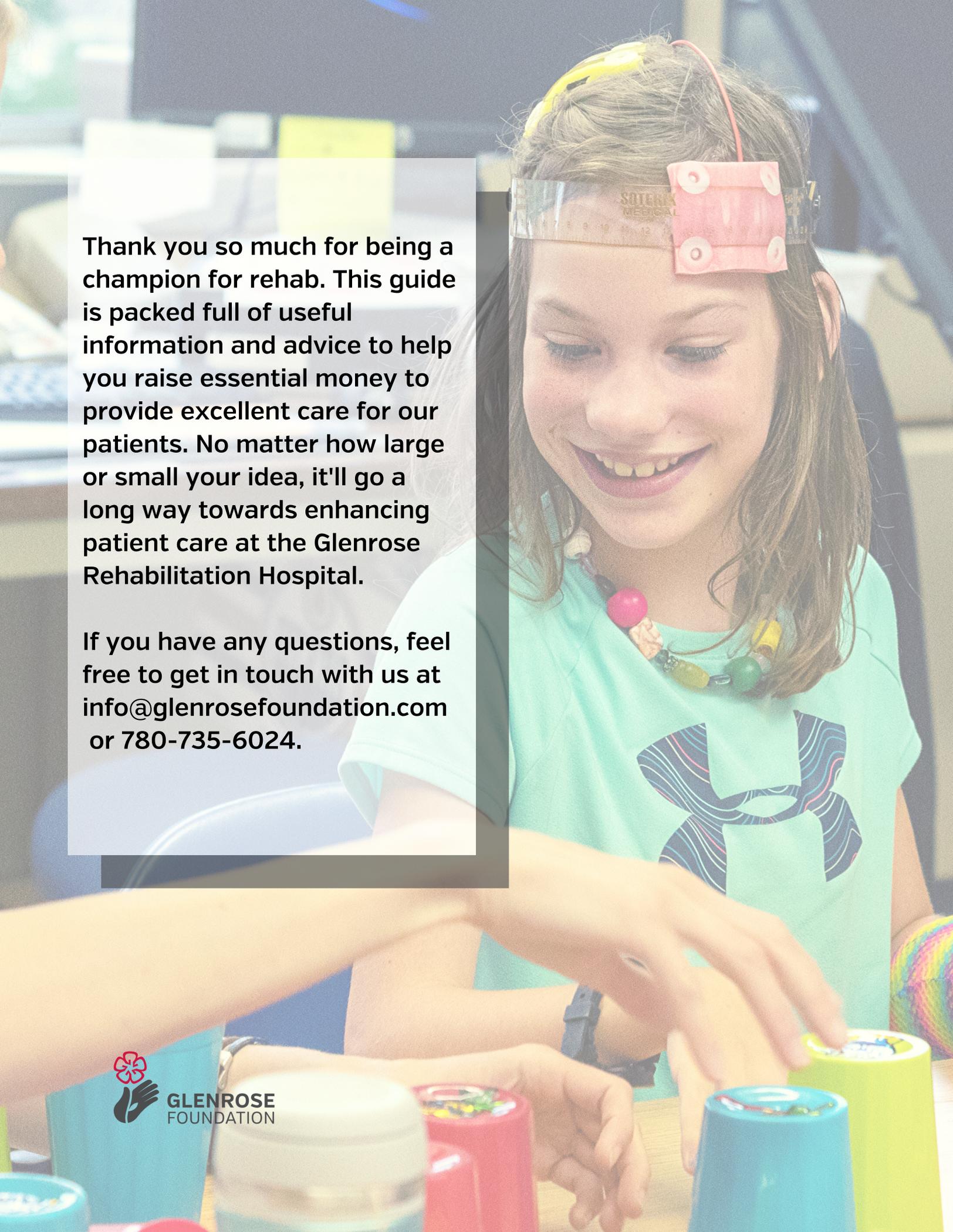


FUNDRAISING GUIDE



Thank you so much for being a champion for rehab. This guide is packed full of useful information and advice to help you raise essential money to provide excellent care for our patients. No matter how large or small your idea, it'll go a long way towards enhancing patient care at the Glenrose Rehabilitation Hospital.

If you have any questions, feel free to get in touch with us at info@glenrosefoundation.com or 780-735-6024.



REGISTER YOUR FUNDRAISER

1. Determine what you would like to do to fundraise for the Glenrose Rehabilitation Hospital Foundation.

2. Complete our application form and submit it to info@glenrosefoundation.com. A member of our team will contact you within five business days. Please wait for our approval prior to promoting your event.

3. Plan and host your fundraiser! We have included many helpful ideas and tips throughout this guide. Our team is always also available to answer any questions you might have. All proceeds from the event must be submitted to the Glenrose Foundation within 30 days of your event. Remember:

- Set a realistic goal for your fundraiser.
- Recruit friends or volunteers to support your fundraiser.
- Solicit in-kind donations from local businesses. This could include auction items, advertising, space to host your event, etc. If your event is approved we will provide you with a letter confirming our approval of the event to provide to local businesses.
- Solicit sponsorships to help cover expenses of your event. (Please ensure cheques for sponsorship are made out to your event or organizing committee.)
- Promote your event. Use free local event listings, social media, etc.

FUNDRAISING IDEAS

Here are some ideas to help you get started!

Wedding or Engagement - make your wedding even more meaningful by swapping wedding favours for a donation to ask for donations instead of gifts.

Birthday party- ask for donations instead of gifts.

Quiz Night - host one at home or ask a local pub to host one and invite the community.

Sporting events - host your own run, walk, or sporting game. Ask participants/teams to fundraise a minimum amount to join.

Corporate or school events - engage your co-workers, students or employees. You could host a fun event like a bake sale, sporting game or silent auction.

Bake sale, craft sale, car wash or other community event - donate the proceeds of your event to the Glenrose Foundation.

The Glenrose Foundation issues tax receipts in accordance to CRA guidelines. Please contact us to discuss if your fundraiser is eligible for tax receipts.

WAYS WE CAN HELP

Solicitation Letter

A letter from the Foundation confirming the fundraiser will assist in obtaining sponsorship and/or organizations to participate in your event.

Donation Tracking Form

To keep track of who contributed to your event and for us to issue tax receipts to donors of \$20 or more.

Promotional Items

We can lend you a pull up banner for your event. We can also provide information about the Glenrose Foundation and materials to hand out.

Digital Marketing

Access to Glenrose Foundation logos and a custom online donation platform.

Please note, online promotion of your event through our website and social media channels will be evaluated on a case by case basis and is not guaranteed.

WHERE YOUR DONATIONS GO



Your donations help us to provide innovative equipment, programs and technology in order to help patients at the Glenrose Rehabilitation Hospital recover, relearn life skills and reimagine their futures.



YOUR FUNDRAISER IS OVER NOW WHAT?

Online Donations

All supporters who donate to your online fundraising page will automatically be emailed a tax receipt.

Cash Donations

These can be entered online by using a credit card and entering your supporters name and address for tax receipting or brought to the Foundation during office hours. Please do not send cash donations through the mail.

Cheque, credit card or money order donations

Mail them with a donation form to

Glenrose Foundation
10230 111 Ave NW
Edmonton, AB
T5G 0B7

For donations made offline, tax receipts will be mailed or emailed. Processing times vary. Please be sure to provide contact details for all donors when submitting your donations.

Need help? No problem!

Please contact us at
info@glenrosefoundation.com or 780.735.6024





**GLENROSE
FOUNDATION**



Thank-You