



**Corporate Policy
Title Page**

POLICY NAME: Fundraising and Public Donations	
POLICY NUMBER: 00176	Date of latest revision: May 21, 2014
ORIGINATING DEPARTMENT: The Ottawa Hospital Foundation	Responsible VP: Tim Kluke
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revised Policy	
Policy Background or Rationale: (Is there a story, incident or legislation driving this policy?) No	
Scope of Policy: (who will it impact most) All TOH / OHRI / TOHF staff, external individuals and organizations	
Key Messages for Staff: (top points managers need to tell staff now) No onsite fundraising by third party organizations.	
Contact for Questions or Inquiries	
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CORPORATE POLICIES AND PROCEDURES

Fundraising and Public Donations

No.: 00176

(Formerly ADM II 270)

ISSUED BY: President and CEO TOH
Foundation

DATE OF APPROVAL: 2014/05/21

APPROVED BY: Senior Management
Committee

LAST REVIEW / REVISION DATE:
2014/05/12

CATEGORY: Administration

IMPLEMENTATION DATE: 2008/06/18

POLICY STATEMENT:

The Ottawa Hospital Foundation (TOHF) is the charitable organization responsible for fundraising and administering all public donations to The Ottawa Hospital. All donations received for The Ottawa Hospital (TOH) and the Ottawa Hospital Research Institute (OHRI) will be deposited with and disbursed by The Ottawa Hospital Foundation.

All fundraising by individuals or departments for TOH / OHRI or any of their constituents must receive prior approval from senior management of the Hospital and The Ottawa Hospital Foundation.

Fundraising projects must respect the fundraising priorities established by The Ottawa Hospital and the Ottawa Hospital Research Institute.

All non-priority fundraising requests will be evaluated according to their merit, resource requirements and impact upon ongoing priority fundraising campaigns.

The Board of TOHF is accountable to donors and is responsible for ensuring that the funds collected are disbursed in a manner consistent with the donor's intention. TOH / OHRI are responsible for allocating donations as directed.

Fundraising by third party organizations is not permitted on TOH / OHRI campuses.

All TOH / OHRI fundraising and donor recognition information will be housed at TOHF and on TOHF's website. TOHF is responsible for development and construction of all donor walls and works with Facilities at TOH to ensure compliance with TOH's wayfinding and other facilities priorities.

DEFINITION(S):

1. **Fundraising includes** soliciting voluntary charitable contributions from:
 - Patients
 - Ex-patients
 - Families and friends of patients and ex-patients
 - Staff and physicians
 - Individuals in the community
 - Corporations
 - Private charitable foundations
 - Organizations

2. **Fundraising activities include :**
 - Solicitation by mail, by phone or in person;
 - Special events normally held with the expectation of profit although not necessarily involving charitable tax receipts;
 - donated portion of proceeds from sales; and
 - Lotteries, bingos and raffles.

3. **Fundraising does not include** ongoing marketing or commercial activities arising from the day to day operation of the Hospital (e.g., parking, auxiliary revenues, etc.).

ALERTS: N/A

PROCEDURE:

All fundraising requests must be submitted to Senior Management at TOH / OHRI, through the appropriate Vice-President or by TOH, before being forwarded to the Foundation for its approval and implementation.

If the fundraising activity is approved, the funds collected will be directed to a specific TOHF fund account and will subsequently be disbursed to a TOH / OHRI account.

The signing authorities of TOH / OHRI accounts can access funds as per TOH / OHRI policies and the wishes / restrictions of donors.

RELATED POLICIES / LEGISLATION:

1. [Corporate - Administration Policy # 00214 - Finance - Special Fund - Hospital owned](#)

REFERENCES: N/A

COMMENTS / SIGNIFICANT REVISIONS:

Approved by consent by the Fundraising Priorities and Policies Management Committee at its meeting held May 12, 2014.