

Corporate Policy

Fundraising and Public Donations

Policy Purpose:

The Ottawa Hospital Foundation (TOHF) is the charitable organization responsible for fundraising and administering all public donations to The Ottawa Hospital (TOH).

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 and Ottawa Hospital Research Institute (OHRI) are responsible for allocating donations as directed.

All donations received for TOH and OHRI will be deposited with and disbursed by TOHF.

Scope: All TOH / OHRI / TOHF staff, external stakeholders and organizations

Definitions:

Fundraising: Includes soliciting voluntary charitable contributions from:

- Patients
- Former-patients
- Families and friends of patients and ex-patients
- All Staff and physicians
- People in the community
- Corporations
- Private charitable foundations
- Organizations

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
- Donation of a portion of sale proceeds, and
- Lotteries, bingos and raffles.

Fundraising Activities do not include ongoing marketing or commercial activities arising from the day-to-day operation of TOH (e.g. parking, auxiliary revenues, etc.)

Policy Statement(s):

Fundraising projects must respect the fundraising priorities established by TOH and OHRI.

All fundraising by individuals or departments for TOH / OHRI or any of their constituents must receive prior approval from Senior Management of TOH and TOHF.

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.

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

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

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

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

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

Related Documents:

- Special Fund – Hospital-owned