

# Reference Guide

Organizing a Fundraiser



## 2011 Campaign

[www.treeofhope.ca](http://www.treeofhope.ca)

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## 2011 Tree of Hope - The power to believe

*Quality health care for people with cancer.*

### Welcome

This reference guide has been designed to help you successfully organize and plan your fundraising events in support of the Tree of Hope Campaign and its 20<sup>th</sup> annual Radiothon.

The campaign organizers, considers themselves privileged to count on your support in improving the quality of health care offered to our community. The funds you raise help finance the purchase of medical equipment and research to find new ways to beat cancer. These funds allow the realization of many innovative projects and programs which improve the quality of life of the Dr. Georges-L.-Dumont University Hospital Centre's patients.

The Campaign's employees are available to help you make your fundraising event a great success. Please do not hesitate to share with us your suggestions and comments, we always appreciate getting new ideas and feed back to better serve you.

**Tree of Hope Campaign  
330 Université Avenue  
Moncton (NB) E1C 2Z3**

**Telephone: 506-862-4285**

**Toll Free: 1-800-862-6775**

**Fax: 506-862-4474**

**E-mail: [info@dumontfoundation.ca](mailto:info@dumontfoundation.ca)**

**Website: [www.dumontfoundation.ca](http://www.dumontfoundation.ca)**

Once again, thank you for supporting the Dr. Georges-L.-Dumont Hospital Foundation. Your generosity and selflessness have a positive impact on the health and well-being of our community.

We wish you an excellent 2011 Tree of Hope Campaign, and we look forward to seeing you at the **annual Radiothon, on Thursday, November 24<sup>th</sup> and Friday, November 25<sup>th</sup>, 2011!**

*The Dr. Georges-L.-Dumont Hospital Foundation Team*



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### **“The power to believe” Quality care for cancer patients**

#### **General Positioning**

The Tree of Hope Campaign is an annual fundraising event which furthers the development of the Dr. Léon-Richard Oncology Centre, improves quality of care for patients staying at the Mgr. Henri Cormier Lodge, enhances cancer research efforts of the Atlantic Cancer Research Institute (ACRI) and promotes healthy lifestyle. Since its inception in 1989, the Tree of Hope Campaign has raised more than \$12 million thanks to the generosity of men and women who find hope by making spontaneous and benevolent gestures for the well-being of their community.

#### **Campaign Identity**

For many who take part, the Tree of Hope is a grand campaign where a feeling of belonging reigns. Above all, the Tree of Hope finds its identity in the patient and his or her loved-ones. Its common theme: the real-life story of the patient and his or her loved-ones. The Tree of Hope also unites countless volunteers whose generosity knows no bounds. The Tree of Hope Campaign is marked by pride in people's accomplishments towards a worthy cause. It is also an opportunity to gather together and celebrate community.

#### **➤ Services which receive financial support**

The Tree of Hope is proud to continue pursuing its objectives in order to meet the needs of the community. The following three sectors have received financial support thanks to your donations to the Tree of Hope:

#### **Dr. Léon-Richard Oncology Centre**

Opened in 1993, the Dr. Léon-Richard Oncology Centre is a centre specialized in the treatment cancer, offering complete services in radiation therapy, medical oncology and gynecology-oncology, using the most advanced technologies.

Each year, the centre treats approximately 1,700 new cancer patients and offers nearly 26,000 radiotherapy treatments and 5,000 chemotherapy treatments. More than 50,000 visits are registered each year, making the Dr. Léon-Richard Oncology Centre one of the busiest in Atlantic Canada. The Centre participates in various research projects and is an active member of the National Cancer Institute of Canada (Group clinical trials), of the Breast Cancer International Research Group and of the Radiation Therapeutic Oncology Group.

Dr. Léon-Richard Oncology Centre  
37 Providence Street, Moncton, NB E1C 8X3  
(506) 862-4005



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### **Mgr. Henri-Cormier Lodge**

Opened in September 1993 and built at a total cost of \$4.7 million, the Mgr. Henri-Cormier Lodge, which offers accommodations to patients of the Oncology Centre, was entirely financed with the public's donations. Thanks to an expansion completed in 2003, the Lodge can now welcome free of charge 65 patients requiring cancer treatments, as well as 20 companions, from all regions of New Brunswick and neighbouring provinces. In fact, 97% of the Lodge's residents do not live in the Greater Moncton area.

- Accommodates, free of charge, 65 oncology patients and 20 companions.
- Opened in September of 1993 and entirely financed with the public's donations.
- Built at a total cost of \$4.7 million.
- Current occupancy: 100%, and sometimes even up to 110%.
- 95% occupied by people who do not live in the Greater Moncton area.
- Provides a sharing and supportive environment within patients.
- The Lodge is unique in offering this service in New Brunswick.
- Average duration of stay: 30 days, can go up to 60 days depending on the type of treatment.

Mgr. Henri-Cormier Lodge  
333 Highfield Street, Moncton, NB E1C 5R7  
(506) 862-4010

### **Atlantic Cancer Research Institute (ACRI)**

Created in 1998, the Atlantic Cancer Research Institute is a non-profit organization which has the only team of its kind in Atlantic Canada. The group aims to increase their research capabilities in specific fields: genomics, gene therapy, biotechnology and their applications in oncology.

A multidisciplinary team of over 20 specialists in molecular and cellular biology, bioinformatics, genomics and pathology has at its disposal a state-of-the-art technological infrastructure. The ACRI is the most important cancer research centre in Atlantic Canada.

Atlantic Cancer Research Institute  
Hôtel-Dieu Pavilion  
35 Providence Street, Moncton, NB E1C 8X3  
Tel.: 506-862-7512 / Fax: 506-862-7571  
[info@canceratl.ca](mailto:info@canceratl.ca) / [www.atlanticcancer.ca](http://www.atlanticcancer.ca)

### ➤ **Achievements 2001-2010**

Thanks to the funds raised, the Tree of Hope has financed essential projects which directly benefited cancer patients:

- Construction and expansion of the Mgr. Henri-Cormier Lodge.
- Purchase of a third linear accelerator for radiation treatments. Since its arrival, the waiting list was cut from several months to only three weeks.
- Support of a unique teleoncology program for the screening of cervical cancer. The Foundation's contribution allows this innovative telemedicine program to reach women in various regions of New Brunswick.
- Purchase of a brachytherapy system to treat prostate cancer.
- Support towards the Atlantic Cancer Research Institute (ACRI) for cancer research initiatives.
- Purchase of education computer software for patients who visit the oncology centre.
- Implementation and advancement of the Integrated Computerized Oncology Network (ICON), a system that allows the centralization of data of oncology patients.
- Purchase of equipment for cancer detection and screening. This equipment enables the elimination of certain surgeries and reduces the number of patient visits to the hospital.
- Establishment of the pediatric oncology program. Info-Hope acts as an information source for the public as well as for health care professionals.
- Development of a continuous support service for patients who receive chemotherapy treatments in the Caraquet, Bathurst, Campbellton and Edmundston regions.
- Establishment of a cancer awareness and education campaign partnership.

## **The annual Radiothon: culminating point of the campaign**

### ➤ **Summary of the latest Radiothon**

The CBC Tree of Hope Radiothon remains without a doubt the catalyst and the gathering place for the participants of the Tree of Hope Campaign. The 2010 Radiothon surpassed its objective of \$1.5 million to raise **\$1,516,996** thanks to listeners' generous donations. Proud of this success, the Dr. Georges-L.-Dumont Hospital Foundation pursues its mission by presenting its annual Radiothon on Thursday, November 24<sup>th</sup> (CBC edition) and on Friday, November 25<sup>th</sup> (Radio-Canada edition), 2011. It's an event not to be missed!

### ➤ **CBC Radio One and *Première Chaîne de Radio-Canada*, first rate partners**

For 20 consecutive years, the *Première Chaîne de Radio-Canada Acadie* has been a key player in the success of the Tree of Hope Campaign. In fact, the *Première Chaîne de Radio-Canada Acadie* forgoes its usual programming to broadcast live from the New Brunswick Community College in Dieppe for a period of 14 hours. And since 2001, the Tree of Hope Radiothon is also aired on CBC Radio One, from 6 a.m. to 10 a.m., during the "Information Morning" program.

Throughout these two days, radio hosts, musicians, volunteers, donors, cancer survivors and all those striving to beat cancer share the stage to offer testimonials full of hope. Medical experts are also invited to



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present recent innovations in cancer research and discuss new technologies available for improved treatment.

Once again, spokespersons representing various communities and organizations will announce with pride the results of their fundraising events held throughout the year in support of the Tree of Hope Campaign.

### ➤ **Join us for the annual Radiothon!**

The CBC Tree of Hope Radiothon is also an important musical and cultural celebration where talented artists offer their time to support the campaign. The annual Radiothon will be aired on CBC Radio One on Thursday, November 24<sup>th</sup>, and on Friday, November 25<sup>th</sup> on *Première Chaîne de Radio-Canada Acadie*, live from the Dieppe campus of the New Brunswick Community College.

### ➤ **Highlights**

- Provincial outreach: The Tree of Hope Campaign supports people from all corners of New Brunswick; in fact, over 55% of the Dr. Léon-Richard Oncology Centre's patients and 95% of the Mgr. Henri-Cormier Lodge's residents do not live in southeastern NB.
- By and for the community: 100% of funds raised by the Tree of Hope Campaign stay here, to help our families, our neighbours.

### ➤ **2010 Cancer Statistics**

- ❖ An estimated 173,800 new cases of cancer and 76,200 deaths from cancer will occur in Canada in 2010. This is 2,800 more new cases and 900 more deaths than 2009. Prostate, lung, breast and colorectal cancer account for the top 4 newly diagnosed cancers.
- ❖ In 2010, an estimated **4,600 new** cancer cases will be diagnosed in New Brunswick (2,500 new cases among men and 2,100 among women) and **2,020** residents will die of cancer.
- ❖ For men in New Brunswick, prostate cancer is the most frequently diagnosed type of cancer. In 2010:
  - An estimated 690 men will be diagnosed with prostate cancer.
  - An estimated 310 men will be diagnosed with colorectal cancer.
  - An estimated 420 men will be diagnosed with lung cancer.
- ❖ For men in New Brunswick, lung cancer is the leading cause of cancer death. In 2010:
  - An estimated 370 men will die of lung cancer.
  - An estimated 120 men will die of colorectal cancer.
  - An estimated 140 men will die of prostate cancer.
- ❖ For women in New Brunswick, breast cancer is the most frequently diagnosed type of cancer. In 2010:
  - An estimated 560 women will be diagnosed with breast cancer.

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- An estimated 310 women will be diagnosed with lung cancer.
  - An estimated 240 women will be diagnosed with colorectal cancer.
- ❖ For women in New Brunswick, lung cancer is the leading cause of cancer death. In 2010:
- An estimated 220 women will die of lung cancer.
  - An estimated 130 women will die of breast cancer.
  - An estimated 100 women will die of colorectal cancer.

Much progress has been made in oncology within the last few years. Early detection and improved treatments are two factors which explain why more Canadians living with cancer can hope to live longer and to beat the disease.

For example:

- In 1976, the survival rate of men who develop cancer was of 38%, while for women, that rate was 50%. Today, 51% of men beat the disease, as do 58% of women.
- In 1976, the survival rate of Canadian men who develop prostate cancer was 60%. Today, that rate has gone up to 78%.
- In 1976, the survival rate of Canadian women who develop breast cancer was 65%. Today, that rate is 77%, which is the highest survival rate since 1950.

Sources: Canadian Cancer Statistics, Canadian Cancer Society ([www.cancer.ca](http://www.cancer.ca)).

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### Organizing a Fundraiser

The Campaign considers it a privilege to have the support of such a large number of volunteers who contribute to the improvement of health care offered in our region by organizing fundraising events.

**We kindly ask you to carefully read the following information and to follow the procedures outlined in this guide.** If you have any questions, please do not hesitate to contact us:

- Josée Turgeon-Roy, Development Officer of Annual Campaigns  
Tel.: 506-869-2738 / E-mail: [josee.turgeon-roy@dumontfoundation.ca](mailto:josee.turgeon-roy@dumontfoundation.ca)
- Sylvie Nadeau, Development Officer of Annual Campaigns  
Tel.: 506-862-7505 / E-mail: [sylvien@dumontfoundation.ca](mailto:sylvien@dumontfoundation.ca)

#### ➤ **How the Foundation can help you**

- Tips on how to organize activities.
- Letter of support to validate the event's authenticity.
- Approval for the use of the Tree of Hope's name and/or logo. Please note that you must obtain the staff's approval to use the Foundation's name, as well as any material which uses the name and/or logo of the Foundation and its entities.
- Support to obtain a lottery permit.
- Support with media relations.
- Distribution of a limited number of promotional items (see Appendix B).
- Depending on availability, a representative of the Foundation may be present at your event or at the presentation of the cheque.

*Please note that the Tree of Hope Campaign cannot finance or reimburse your expenses. The Tree of Hope Campaign cannot share lists of our donors, sponsors or volunteers.*

### ➤ **Steps for a successful event**

#### Hold a brainstorming session

Talk with your friends, your colleagues and your family. Together, find an original and fun activity which will motivate you. Uninspired? Here are a few examples of popular activities:

- The “a-thons”: wash-a-thon, rock-a-thon, walk-a-thon, bowl-a-thon, etc.
- Sport tournaments: golf, hockey, pool, darts, marathons, etc.
- Auctions and garage sales.
- Barbecues, community breakfasts and suppers.
- Sales (crafts, baked goodies, recipe books).
- Jeans Day.
- Bingos, casinos, lotteries and draws.
- Dances and benefit concerts.
- Fashion and makeover shows.
- Door-to-door fundraising.
- Jail N’ Bail.
- Bottle drive.
- Sale of light bulbs for the municipal Christmas tree.
- Payroll deduction programs within your company.
- Challenges between your office and your competitors or with other businesses.
- Fundraising campaign within your company, your union or your association.
- etc.

There is really no limit to what you can undertake! Be creative, innovative and bold – you will thus improve your chances of getting noticed and of your event being a great success. Your event should correspond with our mission and promote an appropriate image of the Tree of Hope Campaign.

#### Form and organizing committee

Your event’s success depends entirely on your volunteers’ commitment. You will need competent and enthusiastic people to help you plan your activity. Start by filling the key positions, such as those of the president, the treasurer, and the secretary. As well, try to recruit members who have particular knowledge or special talents, for example, graphic design, sponsorships, marketing, event planning, etc. Be sure to include as many volunteers as necessary to accomplish all tasks.

#### Tell us about your event

To better help you organize your event; we will need a detailed description. Please fill out the registration form (Appendix A) and send it to the Development Officer of Annual Campaigns for approval. Once the form has been received, it will be much easier for us to ensure that your activity does not conflict with other fundraising events.

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### Details regarding the event

Define your financial goal; be sure that this goal is realistic and measurable. Choose a date for the event. Consult your community calendar so as to avoid a conflict with other popular activities or to find existing events with which you could establish interesting partnerships. Make a list of all the tasks and of the resources needed to ensure your event's success, and then establish a timeline for each step of the project. Decide who will be responsible of what.

Book dates in advance for regular meetings. Be meticulous and take notes of everything that was discussed during these meetings. The Foundation's staff will be more than happy to look over these details with you during your first planning meetings.

### Decide on a budget

Identify all possible sources of revenues and expenses. In the revenue column, be sure to include all sponsorships, cash donations and gifts in kind (goods and services offered free of charge). Expenses related to rent, permits, design and printing, publicity and the purchase of prizes and/or various items should all be included in the budget.

For a larger-scale event, it is wise to open a new bank account which requires the signature of two people. Your accounting will become much easier to manage during the planning process, as well as after the event. Don't forget that the lower your expenses, the more funds you will be able to contribute to improve the health care offered to our patients.

### Promote your event

Publicize your event by distributing flyers and posters, through word of mouth, etc. To assist in your fundraising, it will be our pleasure to offer you Tree of Hope promotional items, like balloons and temporary tattoos. All you need to do is indicate the items required on the order form found in Appendix B. Please note that some items are offered free of charge, while we must charge a small fee for others. Help us reduce costs by requesting only the quantity required.

While we encourage you to promote your event, it is very important that the Foundation's name and logo be used correctly. This is why we ask you to obtain our approval for all your promotional items before they are published and/or distributed.

### After the event

Congratulations! Your event was very successful, and it is now time to break down the funds collected. **We kindly ask that funds raised be sent directly to the Tree of Hope offices within 30 days after the event.** This will allow staff to issue, if applicable, the official income tax receipts in a more efficient and timely manner. Afterwards, it is also highly recommended to examine the event in order to discuss successes, improvements to be made and recommendations for future editions of the event.

Above all, remember to recognize and thank all the people who contributed, in some form or another, to your event's success: volunteers, donors, sponsors, hosts, etc. We can give you some examples of thank you letters if you need some inspiration.

### About Official Income Tax Receipts

The Foundation's staffs always strive for the highest ethical and professional standards. As a charitable organization, we must respect the rules and regulations set forth by the Canada Revenue Agency, in

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order to protect our status (which gives us the privilege of issuing official income tax receipts) and continue with our commitment towards improving the health care offered to our patients.

The Foundation's staff will decide whether or not to issue official income tax receipts after evaluating the donation's eligibility, as determined by the Canada Revenue Agency's rules and policies.

In order to distribute the official receipts to our generous donors in a timely and precise fashion, we need the following information:

- the amount of the donation
- the donor's name
- the complete mailing address
- the telephone number
- the donor's original cheque, if applicable.

**We encourage you to fill out the pledge form found at Appendix C to help you obtain all the pertinent information about each donor.**

It is very important to note that an official receipt may only be issued to donors **who have not received any goods or benefits in return for their donation**. The purchase of tickets for a lottery or a draw, for an event, or even for promotional items is only but a few examples of "donations" which are not eligible for an official receipt.

However, a percentage of the donation may be eligible for an official receipt, even if a benefit has been received, as in the case of a benefit supper, an auction or a golf tournament. The Canada Revenue Agency's rules regarding the calculation of the eligible tax deductible amount are quite complicated; we ask that you contact the Foundation in these situations.

We strongly suggest that your group not advertise that an official receipt will be issued to donors for a specific amount. Please use generic terms, such as: "An official income tax receipt for the net value of the donation will be issued."

For more information regarding the Canada Revenue Agency's policies and the issuance of income tax receipts by registered charities, please do not hesitate to contact the Foundation's staff. You can also visit the Agency's website at the following address: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca).

***Thank you for giving your time and for your efforts to make a difference  
in the lives of cancer patients.***

**Appendix A**

**Registration Form**

**&**

**Event Agreement**



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**Registration Form**

**Submission of a fundraising event in support of the  
Tree of Hope Campaign**

**Organizer Information**

Name of group sponsoring the event: \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name and phone number of committee members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of the event**

Date of the event: \_\_\_\_\_

Where the event will be held: \_\_\_\_\_

Financial goal: \_\_\_\_\_

Description of the event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like to have a representative of the Foundation assist your event? \*  yes  no

*\* The Foundation will make every effort to have someone attend your event, but cannot guarantee it.*



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## **Fundraising Event Agreement**

Thank you for offering to sponsor/organize an event in support of the Tree of Hope Campaign. These activities help raise funds which are fundamental to improving the quality of life of our patients. This agreement outlines the responsibilities of each party.

**The event organizer accepts to:**

- Ensure the planning and the implementation of the event
- Take charge of all costs related to the event
- Recruit the proper number of volunteers for the event
- Promote the event
- Obtain the Foundation's approval for all printed material which uses the Foundation or the Tree of Hope's name
- Be responsible of the event's finances
- Act with honesty and integrity, and respect all applicable laws while soliciting on behalf of the Foundation

**The Dr. Georges-L.-Dumont Hospital Foundation accepts to:**

- Promote the event through press releases
- Distribute the Foundation's promotional items, when necessary
- Deposit the event's profits
- Issue official income tax receipts, if applicable

Other conditions related to the agreement:

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I, \_\_\_\_\_, understand and accept the guidelines and conditions  
*(organizer's name)*  
as described in this document.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Once completed, send the form, either by fax at 506-862-4474 or by mail at the following address:

Tree of Hope Campaign  
330 Université Avenue  
Moncton (NB) E1C 2Z3  
c/o: Josée Turgeon-Roy or Sylvie Nadeau, Development Officers of Annual Campaigns



## **Appendix B**

### **Promotional Items**

**&**

### **Order Form**

**2011 Tree of Hope Promotional Items**

	<p><b>Donation Card:</b> One of the Tree of Hope's simplest and most successful fundraisers. They can be offered at school events, community events or in local businesses.</p>		<p><b>Poster "Let's help our cancer patients" (11" X 17"):</b> Promote your fundraising activity. Event-specific details can be noted at the foot of the poster.</p>
	<p><b>Temporary Tattoo (1,5" X 1,5"):</b> Very popular with kids. Can be removed easily.</p>		<p><b>Balloon:</b> Green with white Tree of Hope logo.</p>
	<p><b>Casual Day Sticker (2,5" X 2,5"):</b> Encourage your co-workers to show their support by wearing this sticker on casual or dress-down days.</p>		<p><b>Carabiner:</b> ideal for rock climbing, hiking, or simply to hold your keys; green with Tree of Hope logo.</p>
	<p><b>Pin:</b> Silver with Tree of Hope logo.</p>		<p><b>Magnetic Ribbons:</b> for vehicles, with a centre pop-up which can be placed on your refrigerator.</p>
	<p><b>Keychain:</b> Green with "Tree of Hope" writing.</p>		<p><b>T-shirt:</b> green cotton with Tree of Hope logo on front &amp; campaign slogan on back.</p>

**Please note that some items are offered free of charge, while we must charge a small fee for others. Help us reduce costs by requesting only the quantity required.**



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**Order Form – 2011 Tree of Hope Promotional Items**

Order date: \_\_\_\_\_ Date required: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Delivery required

I will pick up the items at the Foundation's office

Maximum	Quantity	Item	Total Cost	Suggested Sale Price
15		Poster "Let's help our cancer patients"		
50		Balloon		
100		Temporary tattoo		
250		Donation cards		
		Casual day sticker		
		Keychain		<b>\$2 / each</b>
		Carabiner		<b>\$2 / each</b>
		Magnetic ribbon		<b>\$5 / each</b>
		Pin		<b>\$5 / each</b>
		T-shirt: Adult S__ M__ L__ XL__ XXL__ T-shirt: Youth S___ M___ L___		<b>\$10 / each</b>

\* The suggested sale price will help you maximize funds to be donated directly to the Tree of Hope. This is the minimum price at which the items should be sold.

Signature: \_\_\_\_\_

*Please make the cheque payable to the Tree of Hope Campaign.*

*Be sure to include your payment (if applicable) with the completed order form, by fax at (506) 862-4474, or by mail at:*

330 Université Avenue  
 Moncton, NB E1C 2Z3

# **Appendix C**

## **Pledge Forms**

**&**

## **Guidelines**

## Guidelines

During your fundraising, we kindly ask you to respect the following guidelines when you fill out the enclosed pledge form:

- Please take the time to fill in each box on the form. This will help us obtain all the required information to send out official income tax receipts to donors who request it, that is, if the donor is eligible for an income tax receipt.
- In the “Receipt?” box, please indicate if the donor would like to receive an official receipt for income tax purposes or not.
- Even if a donor does not wish to receive an official income tax receipt, we ask that you obtain all the information requested on the form. If the donor refuses to give his/her information, simply write *Anonymous* in the “Name” box and indicate the amount of the donation (very important).
- The total of funds that you remit to the Foundation must be equal to the total amount indicated on the pledge forms.
- If you have collected a considerable amount of cash, please do not send it by mail. Instead, exchange the cash for a cheque or money order prepared by your bank or credit union.
- We ask that all the funds raised, accompanied by all the pledge forms, be sent directly to the Foundation within 30 days following your event. This will allow the Foundation’s staff to issue income tax receipts in a more efficient and timely manner.
- If you have any questions regarding any of these steps, we are always there to help you. Please do not hesitate to contact us at 506-862-4285, toll free at 1-800-862-6775, or by e-mail at: [info@treeofhope.ca](mailto:info@treeofhope.ca). It will be our pleasure to assist you.



**Appendix D**

**Payroll Deduction Form**

## PAYROLL DEDUCTION FORM

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Address (residence): \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone (office): \_\_\_\_\_ Telephone (residence): \_\_\_\_\_

E-mail: \_\_\_\_\_

Employer Name: \_\_\_\_\_

I accept that my name be added to the official and public listing of donors. The Tree of Hope will presume acceptance if no box is checked.  yes  no

**I authorize my employer to deduct the amount of \$\_\_\_\_\_ per pay, for a period of \_\_\_\_\_ year(s), to honour my commitment towards the payroll deduction program in support of the Dr. Georges-L.-Dumont Hospital Foundation's Tree of Hope Campaign.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Your contributions will be indicated in the appropriate box of your employer's T4 slip for income tax purposes. Otherwise, the Tree of Hope staff will send you an official income tax receipt.
- The Tree of Hope Campaign recognizes your right to end this commitment at any time, by preparing a simple written notice signed by yourself (the employee). This notice must be given to the employer.

<b>Suggested contributions (26 pay periods per year)</b>		
<u>Per pay</u>	<u>Per year</u>	<u>Over 5 years</u>
\$1	\$26	\$130
\$3	\$78	\$390
\$5	\$130	\$650
\$7	\$182	\$910
\$9	\$234	\$1,170
\$11	\$286	\$1,430
\$13	\$338	\$1,690
\$15	\$390	\$1,950

For more information:

The Tree of Hope Campaign

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The Tree of Hope staff works tirelessly to meet the needs of our volunteers and their fundraising events. We need your support to successfully pursue our common mission.

With all our hearts, thank you!

The Tree of Hope team