



# VOLUNTEER PACKAGE



# Our Mission

Through responsible stewardship of community contributions and volunteer resources, Battlefords Union Hospital (BUH) Foundation is dedicated to enriching patient care by supporting the funding of capital and non-capital medical equipment as well as staff education at BUH.

## History

Battlefords Union Hospital Foundation is a non-profit charitable organization established in 1992 by Dr. Jeff Hesselton, Mrs. Christine Sas and Mrs. Liz Weston along with their spouses. BUHF raises money for equipment and staff education to enrich patient care here in North Battleford.

## 2022/2023 Board of Directors

Sue Pruden-McIvor – Chair  
JoAnne Iverson– Treasurer  
Cheryl Mitchell – Vice Chair  
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## Foundation Staff

Executive Director – Leanne Ducommun  
Fund Development Officer – Shauna McGifford  
Office Administrator – Sheila Stensrud  
Digital Events Coordinator – Graeme Bull

# **Battlefords Union Hospital Foundation**

is the fund-raising arm of the Battlefords Union Hospital (BUH) and operates independently of the Prairie North Regional Health Authority and other health organizations serving the Battlefords area. The mission of the Battlefords Union Hospital Foundation is to raise and disburse funds for the benefit of the Battlefords Union Hospital, which will be used for equipment, education and research, and to advance the services and care provided to its patients.

## **Sharing is Caring**

The Battlefords Union Hospital Foundation would like to thank you for sharing your time in the past with the Foundation. We are on a mission to systematize a list of our current and future volunteers who help us raise funds to purchase quality medical equipment.

## **What to Do**

Please find enclosed a variety of tasks that need your skills and help. If you are interested in donating your time, please fill out the forms and return to your foundation representative via email [Graeme.Bull@BUHFoundation.ca](mailto:Graeme.Bull@BUHFoundation.ca) or fax to 306-446-6631.

## **More Information Needed**

For further information about the Foundation, fundraising activities or volunteer opportunities, please visit us at the Foundation office at the hospital in the main lobby, call us at 446-6652, or visit our website at [www.buhfoundation.com](http://www.buhfoundation.com). We look forward to meeting you and working with you.

# Our Fundraisers

Battlefords Union Hospital (BUH) Foundation operates six main fundraising events per year. These fundraisers allow for the Foundation and the public to purchase needed medical equipment and to fund staff education at Battlefords Union Hospital and Battlefords Region Home Care.

## Monthly Lottery

BUH Foundation's Monthly Lottery runs from April 1 to March 31, with tickets and 50/50 enhancements going on sale in February. The 13 monthly draws are made on the last Friday of every month at Battlefords Union Hospital. The winners are contacted by phone and are published in the News Optimist, BUH Foundation website, as well as posted within the hospital. We require volunteers to do phone calls for lottery tickets and stuff envelopes for this event.

## \$100,000 Cash Lottery

BUH Foundation's \$100,000 Cash Lottery is the Foundation's biggest fundraiser. 12,500 tickets plus 50/50 enhancements are sold. Tickets go on sale in August with final draws being made at the beginning of November. If the lottery is sold out on or before the Previous Purchasers' deadline or if it is sold out on or before the Early Bird deadline we will make all draws at that time. Volunteers are needed for this event to stuff envelopes and to do make phone calls for lottery ticket sales.

## On Air for Healthcare (Radio thon)

In partnership with Jim Pattison Broadcast Group,  
BUH Foundation hosts "On Air: for Healthcare"

Radio-thon in May. The excitement begins at 6 a.m. and continues until 6 p.m. as CJNB/Q98/93.3 The Rock broadcast live from BUH's main lobby. This event is in support of the current capital campaign for BUH Foundation. Volunteers are needed for this event to answer phones, take pledges and tally donations.

# **Our Fundraisers (cont.)**

## **Wayne Pruden Memorial Golf Tournament**

The Wayne Pruden Memorial Golf Tournament is a one day memorial golf tournament dedicated to the life of Wayne Pruden. It is the most successful charity golf tournament in the Battlefords with 216 golfers participating annually. A day of food, drinks, sun and fun with friends while enjoying a round of golf at the North Battleford Golf & Country Club. In twenty-three years this fundraising event has raised more than \$500,000 in support of the Battlefords Union Hospital. Volunteers are needed for this event to sell tickets for competition holes on the golf course, to sell raffle tickets at the banquet and to set up for the banquet.

## **Ladies' Night**

BUH Foundation's Ladies' Night is an incredibly popular event. It is held in October at the Gold Ridge Centre in North Battleford and is a sell-out of 300 women. The event is a glamorous evening, where the ladies dress up in all their bling and high heels and enjoy fine dining, entertainment, raffles, auctions and dancing. Volunteers are needed to set up and take down and to sell raffle tickets that evening.

## **Festival of Trees**

BUH Foundation's Festival of Trees (FOT) is a Christmas celebration of beautifully decorated Christmas trees, wreaths, swags, accents and garlands. The Festival is held in late November, early December of every year, at the Western Development Museum in North Battleford, Saskatchewan. It's a celebration just bursting with holiday surprises. The FOT holds events during the week, including Preview Evening, Formal Evening, Family Day and Christmas High Tea. We require volunteers to help set up and take down FOT, decorate items, organize events and help with admissions.

# Confidentiality Agreement

As a volunteer with Battlefords Union Hospital (BUH) Foundation I acknowledge the importance of confidentiality with respect to the affairs of BUH Foundation and patients within BUH.

I understand I may have access to confidential information that may include, but is not limited to, information relating to:

- Donors and prospective donors - their personal information and giving levels
- Volunteers or employees - salaries, employment records or disciplinary actions
- BUH Foundation business information - financial records, annual budget, strategic plans, and internal reports

I promise that I will use confidential information only as needed to perform my legitimate duties as a volunteer with BUH Foundation. This means, among other things, that:

- I will only access confidential information for which I have a need to know to fulfill my legitimate BUH Foundation responsibilities.
- I will not in any way divulge, copy, release, sell, loan, review, alter or destroy any confidential information except as properly authorized within the scope of my duties with BUH Foundation
- I will only use confidential information for purposes specifically authorized by BUH Foundation

I further acknowledge that any information concerning the affairs of any persons acquired by me in the course of carrying out my duties and powers for BUH Foundation will remain confidential.

# Confidentiality Agreement (cont.)

I understand that while participating in BUH Foundation volunteer activities or tours I may have access to or be exposed to patient identities. I understand that any information relating to a patient or to the care of a patient is held in strict confidence and promise to keep any such information that I receive or am exposed to confidential. I will not reveal or discuss any patient information with any person outside of BUH. I understand that patient information is private under law and that employees cannot tell me why patients are in BUH. I promise if I see someone I know or if a patient shares information with me it will remain confidential.

I understand it is the Executive Director and Board Executive Committee's responsibility to address infractions of this Confidentiality Agreement and to take appropriate action to remedy the problem. I understand that if infractions persist, the Committee member who has violated this oath and commitment will be asked to resign.

The obligations contained in this Agreement are intended to be complimentary to any similar obligations agreed to in other BUH Foundation agreements or policies or as may be imposed by law or applicable professional ethical obligations. To the extent of any inconsistency between obligations, the obligations imposing the highest confidentiality standard shall govern.

## AGREED TO BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Volunteer Enrollment Form

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

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

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ (H) \_\_\_\_\_ (C)

Times you would be available:

\_\_\_\_\_ Morning \_\_\_\_\_ Afternoon \_\_\_\_\_ Weekends \_\_\_\_\_ Evenings \_\_\_\_\_ Weekdays

Please indicate what areas you would be interested in:

- ☐ Phone calling for Lotteries
- ☐ Stuffing Envelopes
- ☐ Wayne Pruden Memorial Golf Tournament
- ☐ Festival of Trees
- ☐ "On Air: for Healthcare" Radio-thon
- ☐ General Labour

From time to time we communicate for the purpose of program promotion, recruitment, and appreciation. We use various media: news papers, radio, television, newsletters (Regional and Program/Facility, general and direct notices), displays, and public presentations. We may list the names of individuals and groups involved in delivery of our volunteers and services programs. We frequently take pictures of volunteer activities and group appreciation functions for publications and displays.

I hereby agree to the use of the above information for marketing purposes for the  
Battlefords UnionHospital Foundation:

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

# Additional Notes

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