

## Fundraising Guidelines

1. BBBSC encourages fundraising events that are compatible with our mission, vision and values. Prior approval is required to hold an event in support of BBBSC. Approval is based on the type, theme and financial viability of the event. BBBSC reserves the right to withhold the use of its name and logo from any event, initiative, promotion, performance or presentation it feels is inappropriate.
2. To conduct a fundraising event, we ask that you complete and send in the *Event Application Form* at least 15 days prior to your event.
3. Any organization/group wishing to use the BBBSC name or logo on any materials, including advertising, must receive prior approval from the BBBSC.
4. All promotional materials must state that your event is “in support” of BBBSC and is not an official BBBSC event.
5. Taking commission, for any purpose, on funds raised as part of an event is prohibited.
6. The event organizer is responsible for meeting all municipal/provincial or federal standards and fulfill all legal authorization(s), permit(s), license(s), precaution(s) and/or general liability insurance required to organize the event. BBBSC must not be party to any liability coverage without prior knowledge and/or approval. BBBSC accepts no legal responsibility and cannot be held liable for any risk, injury, or otherwise.
7. If you are interested in running a raffle, please ensure you do so in accordance with your provincial and municipal gaming commission.
8. Involvement of BBBSC staff will be at our discretion. BBBSC staff may be eligible on request, based on availability, location and the nature of the event.
9. BBBSC will not be responsible for mailing materials to attendees/participants or volunteers, other than the mailing of applicable tax receipts.
10. The event organizer will be responsible for all costs related to the event and will handle all monies until the official donation is submitted to BBBSC. Event expenses are to be deducted before sending proceeds to BBBSC. BBBSC shall incur no costs unless otherwise agreed in writing prior to the event or promotion.
11. When you fundraise through CanadaHelps, the funds go directly to us. Make sure you account for this when managing event costs.
12. The sponsoring organization/group agrees to handle all monetary transactions for the special event or promotion and to present the proceeds to BBBSC within 30 days of the event or as agreed in writing with BBBSC.

13. When tax receipts are requested, the event organizer is responsible for collecting the names, addresses and contact information of all donors, and is required to mail the appropriate materials to BBBSC within 30 days of the conclusion of the event.

14. BBBSC can only issue tax receipts for funds received. Please ensure the full donated amount is forwarded with donor details and pledge forms. It is preferred that all funds raised are deposited into one account and a cumulative cheque is written to Big Brothers Big Sisters of Canada and sent to:

Big Brothers Big Sisters of Canada  
110a - 220 Yonge St  
Toronto, ON M5B 2H1

15. BBBSC will provide a tax receipt for the direct personal or corporate donations of \$10 or over.

16. BBBSC issues official income tax receipts in accordance with Canada Revenue Agency guidelines. To learn more about charitable tax receipts, please visit <http://cra-arc.gc.ca>

17. Funds raised by an event should be made payable and turned into BBBSC no later than 30 days after the event, along with donor contact information. It is preferred that all funds raised are deposited into one account and a cumulative cheque is written to Big Brothers Big Sisters of Canada. Cash must be in a sealed envelope, counted, with a count sheet detailing the funds included. Please make cheques payable to:

Big Brothers Big Sisters of Canada  
110a - 220 Yonge St  
Toronto, ON M5B 2H1

## Frequently Asked Questions

### **Will BBBSC help organize events?**

Although BBBSC cannot plan your event, we have created this *DIY Fundraising Toolkit* – with lots of help and tips - to help you start planning your event.

### **Is BBBSC able to support any third party event expenses?**

It is the responsibility of the event organizers to create a budget and manage it accordingly for all expenses.

### **Can BBBSC provide volunteers for an event?**

It is the responsibility of the event organizers to recruit, train and manage all volunteers.

### **Can BBBSC provide sponsorship contacts to support third party events?**

BBBSC cannot solicit sponsors or provide sponsor/donor lists for third party events. It is the responsibility of the event organizer to request support from individuals or businesses to underwrite costs.

### **Who is responsible for all liability and legal risks associated with my event?**

BBBSC will not be responsible for any damage or accidents to any persons or property; we will not assume any legal or financial liability caused before, during or after the event. Depending upon the nature of the third party event, the organizer may be required by BBBSC to submit proof of general liability insurance in the amount of \$1,000,000 or such other amount which covers any damage or accidents to persons or property arising out of the third party event. In acquiring insurance for an event, it is the responsibility of the organizer to apply and obtain such documents in the name of the individual, organization or business coordinating the event. BBBSC will not sign any contracts with vendors or suppliers. It is advisable that you seek guidance and direction from your own insurance broker on this matter.

### **Will BBBSC help promote my event?**

We are happy to share out your event through our social networks such as Facebook and Twitter if you tag us. Any additional promotion is up to the event organizers. If you are using custom materials for your event (vs. pre-made BBBS templates), please forward items for approval at minimum 10 days in advance of release to [Marie-Lauren.GregoireDrummond@bigbrothersbig sisters.ca](mailto:Marie-Lauren.GregoireDrummond@bigbrothersbig sisters.ca)

### **How do I send the proceeds of my event to BBBSC?**

Funds raised by an event should be made payable and turned into BBBSC no later than 30 days after the event. It is preferred that all funds raised are deposited into one account and a cumulative cheque is written to Big Brothers Big Sisters of Canada. Cash must be in a sealed envelope, counted, with a count sheet detailing the funds included. Please make cheques payable to:

Big Brothers Big Sisters of Canada  
110a - 220 Yonge St  
Toronto, ON M5B 2H1

**Can I use the BBBSC logo and how do I get it?**

Yes, please complete the appropriate checkbox on the *Event Application Form*, and the logo will be emailed to you.

**Will I have access to BBBSC's media contacts?**

It is the responsibility of the event organizers to promote their own events.

**If I have a silent auction at my event, how do I get items for the auction?**

It is the responsibility of the event organizer to solicit for prizes to support your event. We can provide a letter from BBBSC authenticating your event to support your solicitation efforts. If you require a letter from BBBSC authenticating your event, please email your request to:

[Marie-Lauren.GregoireDrummond@bigbrothersbigsisters.ca](mailto:Marie-Lauren.GregoireDrummond@bigbrothersbigsisters.ca)

There are many ways to build your live and/or silent auction:

- 1) Donated Items - Create an ask letter to send to various companies requesting items for your auction that is in support of BBBSC.
- 2) Auction Houses – There are companies that build inventories of items for silent/live auctions, such as sports memorabilia, music collectables, etc. You are typically only required to pay for items that sell, and can return any items that don't. Reminder: Set minimum bids for these items to ensure that you are selling them for more than you are paying for them.
- 3) Purchased – You always have the option of purchasing items for the auction, however, the cost of these items are the responsibility of the organizers.