



## A Guide to Raising Funds for Mentoring in Lanark County

Thank you for choosing to hold a fundraising event for Big Brothers Big Sisters of Lanark County. We do NOT receive sustainable government dollars to support our agency, so your efforts mean a lot to us, and to the hundreds of children we serve each year. Thank you for your investment.

In order to ensure we support your fundraiser to the best of our ability, this guide will outline which responsibilities belong to the agency, and will help you understand how you can run a great event! Our staff team are also available to answer any questions that you might have.

### Some Great Fundraising Ideas:

Auctions	Arts and Craft Sales	Music events
Benefit dinners	BBQs	Book Sales
Car wash	Dinner parties	Donations in lieu of gifts
Fashion show	Garage sale	Golf tournaments
Grand openings	Sports tournaments	Proceeds from sales
Run/walk/ride	Work parties	Wii tournaments

### How Your Money is Used:

Each volunteer that offers to work with a child through our agency is carefully screened and evaluated for the safety of the children. Thorough background checks are conducted, along with interviewing and training. Children are also given safety training, and go through an interview process, along with their families, to ensure that each match is set up to be successful. Matches are then monitored closely to ensure its success, and the safety and well being of the child. A fully trained Case Worker is on staff to conduct this work. National Standards are followed throughout the process.

This level of care and concern costs money. Each match costs approximately \$1500.00 a year to set up and monitor. Big Brothers Big Sisters agencies are NOT government funded. We rely solely on community support to do this important work.

## Frequently Asked Questions:

### **What will Big Brothers Big Sisters provide a tax receipt for?**

We adhere to the Canada Revenue Agency (CRA) Income Tax Act when issuing charitable tax receipts. To learn more about charitable tax receipts, please visit <http://cra-arc.gc.ca>. Issuing inappropriate charitable tax receipts can put our charitable status in jeopardy. If you have questions about what is eligible for a receipt, please call our office.

Under CRA guidelines, a “gift” is a: Voluntary Transfer of Property with a conscious desire to make a gift (as distinguished from giving something for nothing by mistake or under pressure).

- Voluntary – given of free will (not compelled, not court ordered, etc.)
- Transfer – from donor to charity/qualified done (complete transfer)
- Property – cash or gifts in kind (not services)

### **Will the agency help organize my event?**

Our priority is to focus our resources on volunteer mentor recruitment, supporting and monitoring matches and ensuring the successful outcomes of the mentoring relationship. We have created this *Event Fundraising Toolkit* to help you start planning your event. If you would like to run ideas by us, we're happy to share our experiences.

### **Will the agency help promote my event?**

YES! We have a great social media following and can share your posts on Facebook and twitter. We can also put up posters in our thrift stores. Any additional promotion is up to the event organizers. All publicity for the proposed event must be approved by BBBS prior to being printed and/or released, including: web content, press releases, and printed materials.

Please forward all content for approval at minimum 10 days in advance of release to the Manager of Fund Development, Angie Beaupre, at [angie.beaupre@bigbrothersbigsisters.ca](mailto:angie.beaupre@bigbrothersbigsisters.ca) or call her at 613-283-0570.

### **Is the agency 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 Big Brothers Big Sisters provide volunteers for an event?**

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

**Can Big Brothers Big Sisters provide sponsorship contacts to support third party events?**

BBBS 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. We ask that you discuss your contacts with the agency in advance to avoid donor confusion.

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

Big Brothers Big Sisters of Lanark County (BBBSLC) 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 BBBS 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. BBBS 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.

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

Funds raised by an event should be made payable and turned into BBBS no later than 14 days after the event. Cash funds must be turned in to the agency no later than 3 days after the event. Please make cheques payable to:

Big Brothers Big Sisters of Lanark County  
18 William St. E.  
Smiths Falls, ON  
K7A 1C2

**Can I use the BBBS 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.

**Can BBBS provide print and promotional/display materials?**

Yes! BBBS can provide print materials about our programs and services. We may also be able to provide banners, table cloths, donation bins, and more - subject to availability. Please let us know well in advance what you need and when.

**Do I need any licenses to host an event? (Raffle, liquor, etc.)**

Yes, please see your local township office for assistance.

**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 BBBS authenticating your event to support your solicitation efforts. We would ask however that you discuss your contact list with us prior to making an ask, so we can ensure we avoid duplication.

## Fundraising Guidelines

1. Big Brothers Big Sisters (BBBS) encourages fundraising events that are compatible with our mission, vision and values. Prior approval is required to hold an event in support of the agency so that we can control the use of our brand. BBBS 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 Information Form at least 15 days prior to your event.
3. Any organization/group wishing to use the BBBS name or logo on any materials, including advertising, must receive prior approval from the agency.
4. All promotional materials must state that your event is “in support” of Big Brothers Big Sisters and is not an official BBBS 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. BBBS must not be party to any liability coverage without prior knowledge and/or approval. BBBS accepts no legal responsibility and cannot be held liable for any risk, injury or otherwise.
7. BBBLC is happy to provide the sponsoring organization/group with appropriate recognition as determined in advance of the event.
8. 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 BBBS. Event expenses are to be deducted before sending proceeds to BBBS. BBBS shall incur no costs unless otherwise agreed in writing prior to the event or promotion.
9. The sponsoring organization/group agrees to handle all monetary transactions for the special event or promotion and to present the proceeds to BBBS within 14 days of the event or as agreed in writing with BBBS.
10. 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 BBBS within 14 days of the conclusion of the event.
11. BBBS issues official income tax receipts in accordance with Canada Revenue Agency guidelines. For guidelines on receipts, please call the office.

12. The event organizer agrees to ensure that all materials borrowed are returned promptly and in the same condition they were received. The organizer agrees to accept responsibility for damage or loss of materials borrowed from BBBS.
13. BBBS will not be responsible for mailing materials to attendees/participants or volunteers, other than the mailing of applicable tax receipts.
14. The event organizer may be asked to send a complete accounting of all income and expenses associated with the event to BBBS. By publicly naming BBBS as the beneficiary of your initiative, you are required to donate the net proceeds to us within 14 days of the event completion.

## Event Information Form

Event Name	
Date of Event	
Time of Event	
Location of Event	
Description of Event	
Contact Person, Address, Email and Phone Number	
Fundraising Goal	
Expected Number of Participants	

Would you like a Big Brothers Big Sisters representative to attend your event?

- Yes
- No

Details/Involvement Required:

- Speech
- Cheque presentation
- Other? (outline below)

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Would you like to use the BBBS logo on your event promotional material?

- Yes
- No

If you checked Yes, please note that the agency MUST pre-approve anything it's logo is used on. If you checked yes here, the logo will be sent to you at the email address provided.

### ACKNOWLEDGMENTS

I acknowledge that Big Brothers Big Sisters of Lanark County reserves the right to withdraw its name from the event at any time.

I acknowledge that I have read and understand the information contained in the agency's fundraising guide and will adhere to all Fundraising Guidelines provided.

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Applicant Name (printed)	Applicant Signature	Date
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Sandra Burelli, Executive Director Big Brothers Big Sisters of Lanark County	Date
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Return form to [angie.beaupre@bigbrothersbigsisters.ca](mailto:angie.beaupre@bigbrothersbigsisters.ca)

**Thank you for choosing to support  
Big Brothers Big Sisters of Lanark County  
through your fundraising efforts!**