



Dear Event Organizer

On behalf of the Board of Directors of the *Belinda's Place Foundation*, thank you for your support of our fundraising efforts.

The Board has committed to raising \$1 million toward the capital expense of the women's shelter facility. Our fundraising success depends on several initiatives, including events organized by community members like you.

The event you are organizing in support of the *Belinda's Place* will help us to reach our commitment.

Enclosed is a copy of our 'Letter of Support' for you to use when you are seeking support and contributions toward your fundraising initiatives. Simply fill in the name of your event on the top line and the other details in the blank spaces provided.

We would like to help you promote your event by featuring details on the *Belinda's Place* website.

Please note the following guidelines:

- *Belinda's Place Foundation* is unable to assist you to secure sponsorships, prizes or provide mailing lists of donors and supporters.
- All printing/advertising materials containing the *Belinda's Place* name, associated wording, or logo must be submitted for approval, prior to distribution.
- All proceeds from events will be forwarded to the *Belinda's Place Foundation* along with a Tally Sheet indicating any monies raised within 30 days after the event date. (Please return Tally Sheet with 'NIL' amount if necessary). This form will close the event file and is available for Canada Revenue auditing purposes.

By not following the above noted guidelines and the following framework & policy principles, *Belinda's Place Foundation* assumes no connection or approval of a relationship between the event and its activities and will expect the event organizer to cease fundraising on its behalf.

NOTE: While every reasonable effort will be made wherever possible to encourage the success of your community event, it is the sole responsibility of the event organizer to secure sponsorships, distribute and sell tickets, advertise the event to the community, staff the event with volunteers, and ensure the safe, responsible organization and clean-up of the event. Belinda's Place has a volunteer base which may be available to assist with your event. The Community Event Proposal Form is designed to act as an organizational guide and provide the opportunity for logical planning which should help make your event a success.



COMMUNITY EVENTS FRAMEWORK & POLICY

GUIDING PRINCIPLES

The role of the 3rd party fundraisers is to organize and execute an event or activity.

FRAMEWORK

The role of the *Belinda's Place Foundation* is to provide support and direction.

The *Foundation* welcomes and appreciates events organized by outside groups on its behalf. Such events must be consistent with the mission and vision of *Belinda's Place* and maintain a positive image for the organization.

1) Use of Logo

The Board of Directors will determine appropriate approval for the use of the *Belinda's Place* logo on marketing materials.

2) Tax Receipts

The *Belinda's Place Foundation* will issue receipts to community event participants who make a charitable donation, which is a donation given without a benefit in return (not attached to a ticket price or golf fee) through the event, to support *Belinda's Place*. All cheques must be made payable to the *Belinda's Place Foundation* and when co-mingled with event funds, must be identified specifically in documentation when received. *Belinda's Place* must receive at minimum, the exact monetary donation amount which will then be used to create the tax receipt. ie: The *Foundation* must receive \$10 in order to issue a tax receipt to a donor in the amount of \$10. Issuing tax receipts to participants for such events will be at the discretion of the *Foundation*.

3) Expenses

The *Belinda's Place Foundation* will not incur any costs of the event. Event organizers are expected to manage both the revenue and expenses and submit net proceeds to the *Foundation*. The *Belinda's Place Foundation* ensures that our cost of fundraising is well within the guidelines set by the Canada Revenue Agency. It is our expectation that Community Event Organizers work toward these same standards by raising funds with expected revenue of 3:1. (trying to ensure that a minimum of three times the expenses are returned in revenue from the event). All money, records and requests for receipts for income tax purposes must be turned over to the *Foundation* within 60 days following the event.



4) Approval of Promo Material

Community Event organizers must submit promotional material for review to ensure that messaging is consistent with *Belinda's Place* goals and objectives.

5) Sponsors and Gift In Kinds donated to your event

Sponsorships and gift in kind donations can be used to help you raise money for your event planning. *Belinda's Place* **does not** provide a charitable receipt to these donors. We will provide a letter of support, which outlines the deductible process at tax time to donors such as these. Please note: if your event donates a 'portion of proceeds' to the *Belinda's Place Foundaton*, the letter of support must clearly indicate so, for record keeping purposes.

6) Other

Community events will be independently organized. Members of the Board of Directors of *Belinda's Place* may be available to participate in community events when invited, however organizers must not rely and expect others to participate or help organize.



OUR ROLE

How Belinda's Place Foundation can work for you:

- Offer advice and expertise on event planning.
- May have volunteer representation at your event or cheque presentation if available.
- Acknowledge direct contributions to Belinda's Place Foundation
- Provide wording for proceeds.
- Provide a media list for press releases and advertising.

What our Foundation is unable to do for you:

- Offer funding or reimbursement for expenses.
- Share mailing list of donors.
- Promote your event anywhere besides our website.
- Guarantee volunteer attendance at your event
- Provide tax receipts to Sponsors, Suppliers or Gift In Kind donors.
- Provide a tax receipt to a donor without, at minimum, the exact monetary donation amount received by the Foundation.

Any fundraising activity that is organized by a group, organization or individual is a community event/activity. Belinda's Place Foundation welcomes events organized by outside groups on its behalf. The Foundation does not manage the event, or its revenue or expenses and is not liable or accountable for actions undertaken by the event organizing group.

TALLY SHEET – TO BE USED WHEN SUBMITTING YOUR EVENT DONATION(S)

Event Name: _____
 Date: _____

A			
	Credit Cards	# of credit cards	\$ Amount
			\$

B			
	Cheques	# of cheques	\$ Amount
			\$

C									
	Currency	Bills			Coin				
		# of each		\$ Amount	# of each		\$ Amount		
						X	\$.01	\$	
			X	\$5	\$		X	\$.05	\$
			X	\$10	\$		X	\$.10	\$
			X	\$20	\$		X	\$.25	\$
			X	\$50	\$		X	\$1.00	\$
			X	\$100	\$		X	\$2.00	\$
			Bill Subtotal		\$	Coin Subtotal			\$
	Grand Total (Bills and Coin)			\$					

Please add the totals from the following Sections:	
A	\$
B	\$
C	\$
Grand Total	\$

FOR FOUNDATION USE ONLY	
Receiptable Amount	\$
Unreceiptable Amount	\$
Total Amount	\$



Date

YOUR EVENT NAME HERE

SUPPORTS BELINDA'S PLACE

On behalf of the Board of Directors of Belinda's Place Foundation, I would like to thank you for your interest in helping us create the first shelter for women without a home in York Region by supporting the _____ organized by _____.

The _____ is a community fundraising event, directing proceeds to *Belinda's Place*. Through efforts such as this and with the support of so many, *Belinda's Place* will be able to provide hope for women without a home.

Belinda's Place is supported by many individuals across this great Region.

By supporting _____, you will help make a difference.

This letter can be used as your acknowledgment of support for this fundraiser, which is eligible for a Business Expense Deduction at tax time if you have sponsored this event or have donated a gift in kind. Please retain this letter and attach it to any corresponding documentation that identifies your support. Documentation should indicate the item donated or type of sponsorship as well as the amount donated or dollar value.

If you have any questions or are interested in supporting this fundraising event, kindly contact _____, the event organizer directly.

Sincerely,