



KCR

COMMUNITY RESOURCES

Enhancing Lives - Connecting Communities



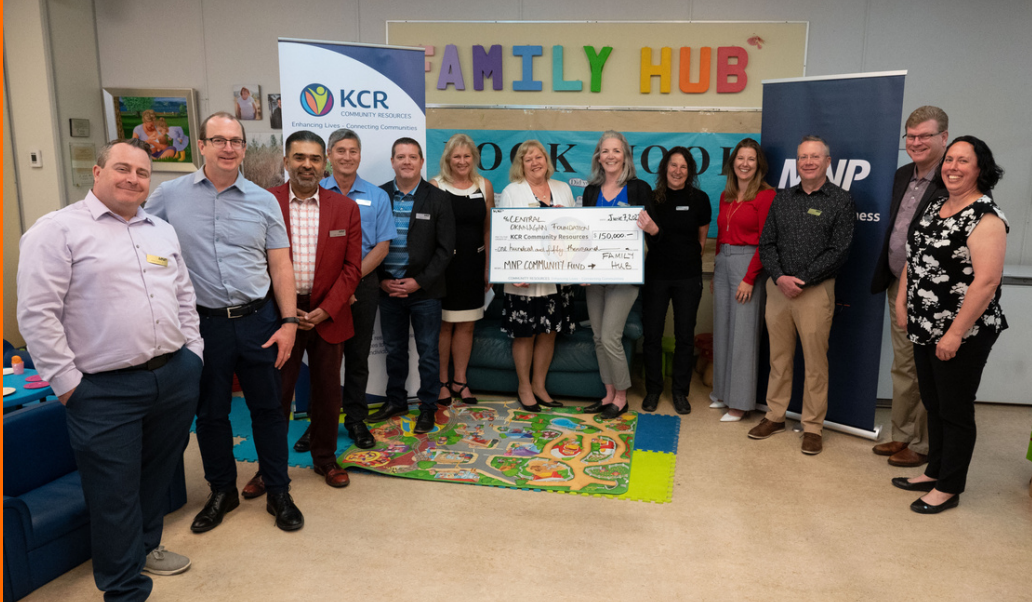
THIRD-PARTY FUNDRAISING TOOLKIT

www.kcr.ca



Table of Contents

- 04** **Why Support KCR?**
- 05** **How Will Funds Be Used?**
- 06** **How Third-Party Fundraising Works**
- 07** **To-Do List**
- 08** **Licenses and Insurance**
- 09** **Tax receipts**
- 10** **How to Submit Funds Raised**
- 11** **FAQ**
- 12** **Donation Form**
- 13** **Photo Release Form**
- 14** **Contact**



The KCR Community Resources (KCR) Third-Party Fundraising Toolkit provides you with a step-by-step guide on how to organize an event that can make a valuable contribution to the vital work we're doing in the community. We're so grateful for people like you who share a vision for a community where individuals and families are supported in leading healthy, productive and fulfilling lives.

**THANK YOU FOR
MAKING A DIFFERENCE
IN OUR COMMUNITY!**

Welcome and Thank You

By putting on a fundraiser for KCR - whatever the size or scope - you will help empower the lives of people in our community.

Why support KCR?

Inviting your friends, family, coworkers and neighbours into the story will help further our vision. Together, we will strengthen communities, families and people.

Our Mission:

To foster diversity, collaboration and resourcefulness by tailoring services to meet community, family and individual needs.

Our Vision:

A community where individuals and families are supported in leading healthy, productive and fulfilling lives.

Our Core Values:

- Respect - Value everyone
- Integrity - Do the right thing
- Inclusiveness - Embrace & celebrate diversity
- Empowering - Strengthen lives



How will the funds be used?

You can determine what programs or areas of need your fundraiser will support – or you can leave it open so that we may designate the funds to our current priority projects.

Some programs and areas of need are:

1. Family & Children
2. Immigrants, Refugees and Displaced People
3. Mental Health support through the Crisis Line
4. Area of Greatest Need



How Third-Party Fundraising Works

At KCR, Third-Party Fundraising is an event organized and promoted by an external individual, group or company. The organizers act independently, but with KCR's knowledge and approval, and in some cases, direct support. Third-party events are an important resource to help raise funds and awareness, thereby helping fill gaps and improve programs and services.

1. Come up with your idea! This is the fun part - how do you want to raise money for KCR?
2. Fill out and submit the application form online. Our team will get back to you within two business days to chat about your event.
3. Have your event! Have fun, take pics, and share online - show the community how much you care by using the power of social media!
4. Report back - tell us how much you raised for KCR and be sure to drop off the funds.

WE ASK THAT ALL EVENT ORGANIZERS AND EVENTS BEING HELD TO SUPPORT KCR ALIGN WITH OUR MISSION, VISION, AND VALUES.

A few ideas:

Auction, Dinner Party, Battle of the Bands, Using Trellis.org, Donations in Lieu of Gifts, Benefit Dinner, Face Painting, Garage Sale, Book Sale, Grand Opening, Car Wash, BBQ, Pet Wash, Carnival/Festival, Proceeds from Sales, Concert/Play, Raffle, Concession Stand, Yard Sale, Craft Sale, Scavenger Hunt.

To-Do List

Planning a fundraiser is easy if you're organized. Use these step-by-step checklists to ensure you don't forget anything that could help make your fundraiser a success.

Before Your Fundraiser

- Brainstorm fundraising ideas - refer to our fundraising ideas to get started.
- Check into any possible safety or legal issues (raffle license, insurance etc.).
- Determine how many people you will need to help you execute your plan.
- Complete the Third-Party Fundraiser Application and Agreement Forms
- Recruit volunteers – friends, family, colleagues or other motivated people.
- Check to see if your employer has a matching gift program. Many employers sponsor matching gift programs and will match any charitable contributions made by their employees.
- Plan your budget.
- Find a suitable location.
- Schedule your fundraiser.
- Promote your fundraiser.

At Your Fundraiser

- During your fundraiser assign someone you trust to be responsible for handling donations.
- Have a Donation Collection Sheet available for donations.
- Take pictures (remember to get photo releases)
- Spread the word on social media.

After your fundraiser

- Collect the funds and thank your donors, volunteers, and supporters.
- Compile all of your donation forms and money collected.
- Drop off at KCR within 30 days of the fundraiser.
- Celebrate your success on social media - make sure to tag us @kcrcommunity so that we can share the love back!



License's & Insurance

Gaming Activities:

- Any gaming activities (e.g. ticket raffles, poker, bingo, casinos, etc.) require a license.
- All gaming funds raised by a community fundraising group must be donated to an eligible organization.
- Each application from a community fundraising group (i.e. you) must have an accompanying letter from the eligible recipient organization (i.e. KCR Community Resources) that acknowledges the event, agrees to accept the proceeds and agrees to use them for eligible purposes.
- Community fundraising groups may apply for a Class B ticket raffle only (gross revenue of \$20,000 or less).
- All gaming funds must be identified as such in your reporting back to KCR.
- For more information or to apply: [view Gambling event licence fundraising at gov.bc.ca](https://www.gov.bc.ca/gov/content/finance/industry/gaming/fundraising).

Special Event Permit:

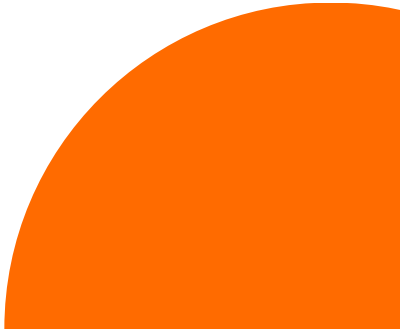
If you want to serve or sell liquor in a public space that is not licensed, you'll need a [Special Event Permit](#) from the Government of BC.

Other Common Licenses and Permits:

- Outdoor Event Permits for City-owned properties
- Temporary Food Service Permits from Interior Health
- SOCAN Licenses for publicly played music

For further details, you should check with City, Police, Liquor Control & Licensing Branch and Gaming Policy & Enforcement Branch.

KCR's special/sporting event insurance policy does not extend to third-party events. Third-party organizers are required to arrange for appropriate insurance coverage for their event. The event organizer accepts responsibility for claims that may arise because of their event.



Tax Receipts

KCR is a registered charity and can issue official donation receipts to donors for gifts, in line with the Income Tax Act and Canada Revenue Agency (CRA) guidelines.

Donors to your event are only eligible for tax receipts if they donate directly to KCR. For example:

- Cheques - Donors to your event are only eligible for tax receipts if they donate directly to KCR Community Resources (e.g. cheques written to 'KCR Community Resources'). We will ensure these donations are designated to the program or campaign that your fundraising event supports.
- Cash - can be collected by you, deposited, and exchanged for a bank cheque made payable to KCR Community Resources. You can drop off or mail the cheque to: KCR Community Resources, 620 Leon Ave. Kelowna, BC V1Y 9T2
- Online - Online donations from your direct fundraising page will automatically receive tax receipts when eligible.

IMPORTANT: If you are collecting donations by cash or cheque and wish to receive tax receipts for your donors, be sure the gift is submitted to our offices within 30 days of the event, and you've recorded:

- The donor's first and last name.
- Their home address.
- Their method of donation (cash or cheque)
- The amount of their donation
- Please make cheques payable to KCR Community Resources

The following are not eligible for Charitable Tax receipts under CRA Guidelines:

- Payment of an event fee or ticket entry/admission to an event.
- Purchase of a raffle ticket or other chance to win a prize, including the amount paid for silent auction prizes.
- Purchase of merchandise, goods or services.
- Donations provided in exchange for advertising/sponsorship.
- Gift certificates donated by the issuer. For more information please visit [Charities and Giving at canada.ca](https://www.charitiesandgiving.ca).

Donations of less than \$20 will not be receipted.

Event organizers must submit all donations within 30 days of their event and cheques must be made payable to KCR Community Resources. If you have any questions regarding what does or does not qualify for a charitable tax receipt, or how best to manage your event finances, please do not hesitate to contact Wendy Comeau Greenwood, Community Engagement Facilitator at 250 763-8008 ext. 256 or wendycg@kcr.ca.



How to submit funds raised

Online

- Coordinate with us to create a custom online donation form
- We can also generate a unique QR Code and text-to-donate option

Mail

- Cheques can be mailed to KCR Community Resources At: Community Engagement Facilitator 620 Leon Ave., Kelowna, BC V1Y 9T2

In Person

- You can drop off donations at the main office 620 Leon Ave., Kelowna, BC V1Y 9T2 between 9am – 4:00pm Monday to Friday or organize a convenient meeting place to connect.
- Don't forget to tell the staff at the office the name of your event and that it's a third-party event!

Please remember that if any of your donors want a tax receipt we need the individual's full legal name, address, contact details, method of donation, and amount of donation.

Photo Op

- Connect with our Wendy at wendycg@kcr.ca or 250-763-8008 ext. 256 to organize a cheque presentation.
- This is a great photo op for you to share with your community and social media.

Third-Party Fundraising FAQ's

WILL KCR HELP ORGANIZE FUNDRAISERS?

Our Community Engagement Facilitator, Wendy, is here to support you. We have created this Third-Party Fundraising Toolkit to guide you through hosting a successful fundraiser.

IS KCR ABLE TO SUPPORT ANY THIRD-PARTY FUNDRAISER EXPENSES?

It is the responsibility of the fundraiser organizers to create a budget and manage it accordingly for all expenses. Make sure you keep it simple.

CAN KCR PROVIDE VOLUNTEERS FOR A THIRD-PARTY FUNDRAISER?

It is the responsibility of the fundraiser organizers to recruit, train and manage all volunteers. In some circumstances, KCR volunteers may be available to assist.

DO YOU HAVE FLYERS AND BROCHURES WE CAN HAND OUT?

Yes! We can provide material upon request.

DO YOU HAVE A BANNER WE CAN USE FOR OUR FUNDRAISER?

KCR will supply your fundraiser with signage that promotes your fundraiser in support of KCR. The signage must be returned after your fundraiser.

WHO IS RESPONSIBLE FOR ALL LIABILITY AND LEGAL RISKS ASSOCIATED WITH MY FUNDRAISER?

KCR 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 fundraiser. In acquiring insurance for a fundraiser, it is the responsibility of the organizer to apply and obtain such documents in the name of the individual, organization or business coordinating the fundraiser. It is advisable that you seek guidance and direction from your own insurance broker on this matter.

WILL KCR HELP PROMOTE THIRD-PARTY FUNDRAISERS?

Definitely! We will post your fundraiser on the calendar of our website as well as on social media. Any additional promotion is up to the fundraiser organizers.

HOW DO I SEND THE PROCEEDS OF MY FUNDRAISER TO KCR?

Funds raised by a third-party fundraiser should be made payable and turned into KCR no later than 30 days after the fundraiser. Please review *How To Submit Funds Raised* on the previous page for more information.

If you have any questions, please contact Wendy at 250-763-8008 x 256 or wendycg@kcr.ca.

Third-Party Donation Form

Fundraiser Information

Name of Fundraiser: _____

Name of Contact: _____

Email: _____

Phone #: _____ Date (DD/MM/YYYY): _____

Donor Information

- Donor's name and address must be complete to receive a tax receipt
- Charitable tax receipts will be issued for any gift of \$20 or greater that qualifies
- Please make cheques payable to KCR Community Resources
- Charitable Registration #118880665RR0001

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First Name: _____ Last Name: _____

This gift is Personal Corporate/Business Name _____

Address _____ City _____

Prov _____ Postal Code _____ Phone _____

Email _____

.....

First Name: _____ Last Name: _____

This gift is Personal Corporate/Business Name _____

Address _____ City _____

Prov _____ Postal Code _____ Phone _____

Email _____

.....

First Name: _____ Last Name: _____

This gift is Personal Corporate/Business Name _____

Address _____ City _____

Prov _____ Postal Code _____ Phone _____

Email _____

Third-Party Photo Release Form

Please use a form similar to the one below to collect permission from fundraiser attendees and volunteers before publishing any photos of them:

Name of Fundraiser: _____ Date (DD/MM/YYYY): _____

I hereby consent to and authorize the use and reproduction by KCR Community Resources of all photographs taken of me at this fundraiser. I understand that KCR may use these photos for promotional material, educational activities, and fundraising both in print and in electronic form - for the benefit of the agency's programs.

NAME	SIGNATURE (parent or guardian if under 18)	PARENT/GUARDIAN NAME (if under 18)	EMAIL OR PHONE NUMBER



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Contact Us



250-763-8008 x256



wendycg@kcr.ca



620 Leon Ave, Kelowna, BC, V1Y 9T2

