

Boys and Girls Clubs Big Brothers Big Sisters of Edmonton & Area

Community Fundraising FAQ

PROUD TO SUPPORT



Boys & Girls Clubs



Big Brothers Big Sisters

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of Edmonton & Area

Last updated: January 2020



Fundraising Guidelines



1. BGCBig encourages fundraising events that are compatible with our mission, vision, and values. Prior approval is required to host a community fundraiser.
2. **Approval is based on the type, theme, and financial viability of the event. BGCBig reserves the right to withhold the use of its name and logo from any event, initiative, promotion, performance, or presentation.**
3. To conduct a fundraising event, we ask that you complete and send in the **Community Fundraising Application Form** at least 15 days prior to your event.
4. The third party organizer is responsible for meeting all municipal/provincial or federal standards and fulfilling all legal authorization(s), permit(s), license(s), precaution(s) and/or general liability insurance required to organize the event.

BGCBig must not be party to any liability coverage without prior knowledge and/or approval. BGCBig accepts no legal responsibility and cannot be held liable for any risk, injury, or problems that may arise from hosting a community fundraiser.
5. Any organization/group wishing to use the BGCBig name/logo on any materials, including advertising, must receive prior approval from BGCBig.
6. All promotional materials must state that your event is “in support of” BGCBig and is not an official BGCBig event.
7. Where alcohol is present, the event coordinator(s) and/or host organization must comply with all applicable **Alberta Gaming and Liquor Commission (AGLC)** requirements and laws, and ensure free transportation is available to event attendees. <https://aglc.ca/liquor>
8. Taking commission, for any purpose, on funds raised is prohibited.
9. The event coordinator(s) and/or host organization must hold appropriate insurance and comply with all applicable municipal or provincial regulations. BGCBig reserves the right to request a copy of the insurance at any time.

10. BGCBigs will provide the host organization with appropriate recognition, as agreed upon, prior to the event.
11. Host organizations/individuals will be responsible for all costs related to the event. Event expenses are to be deducted before sending any cash proceeds to BGCBigs. BGCBigs shall incur no costs unless otherwise agreed to in writing prior to the event.
12. Any monies collected and captured relating to any on-site raffles, draws or 50/50 fall under the **Alberta Gaming and Liquor Commission** raffle rules. If this activity is to be a part of the hosts event, it must be indicated on the Community Fundraiser Form. Raffle or 50/50 licenses can be accessed through BGCBigs if they meet the gaming requirements, for more information, please review <https://aglc.ca/gaming/charitable-gaming/licences/raffle-20000-and-less>
13. Once the **Community Fundraiser Application Form** is received and the event is approved by BGCBigs; BGCBigs will create and instruct an online fundraising page for the approved event. It is important the **Community Fundraiser Application Form** has **ALL** pertinent information relating to the event. Once the fundraising page has been created, BGCBigs will provide to the event organizers and instruct usage for email/web sharing. Any updates to the page will solely be completed by BGCBigs.
14. The BGCBigs fundraising event page is set up to handle all credit card transactions for the fundraiser or promotion. Where donations are captured via this process, the tax receipting will be completed post event by BGCBigs via email to donors within one (1) month post event.
15. In the event the host organization/individual is handling cash/credit card on-site donations, the event organizers are responsible for collecting the names, addresses and contact information of all donors in person, and is required to email or mail the appropriate materials to BGCBigs within two weeks of the conclusion of the event.
16. Host organizations/individuals will be responsible for all costs related to the event and will handle all monies until the official donation is submitted to BGCBigs. Event expenses are to be deducted before sending proceeds to BGCBigs. BGCBigs shall incur no costs unless otherwise agreed to in writing prior to the event.

17. The host organization/individual(s) agrees to handle all monetary transactions for the fundraiser or promotion, and to present the proceeds to BGCBigs within two weeks of the event or as agreed to in writing with BGCBigs.
18. Where tax receipts are requested, the host organization/individual is responsible for collecting the names, addresses and contact information of all donors, and is required to mail the appropriate materials to BGCBigs within two weeks of the conclusion of the event.
19. BGCBigs issues official income tax receipts in accordance with Canada Revenue Agency guidelines. Refer to *Tax Receipting* for details.
20. Involvement of BGCBigs staff and volunteers will be at our discretion and will be based on availability, location, and the nature of the event.
21. The host organization/individual 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 BGCBigs.
22. BGCBigs will not be responsible for mailing materials to attendees/participants or volunteers, other than the mailing of applicable tax receipts.
23. The host organization/individual must send a complete accounting of all income and expenses associated with the event to BGCBigs. By publicly naming BGCBigs as the beneficiary of your initiative, you are required to donate the net proceeds to us within two weeks of the event completion.

Please send a cheque made payable to:

Attn: Development & Communications
Boys & Girls Clubs Big Brothers Big Sisters
10135 89 Street, Edmonton, AB, T5H1P6

Questions: carrie.creaser@bgcbigs.ca

Obtaining a Raffle Licence

According to the Alberta Gaming and Liquor Commission, a raffle is a lottery scheme in which prizes are awarded based on a random draw of tickets purchased by players. Only licensed charitable or religious organizations can conduct raffles.

If the following three elements are present, a raffle licence is required:

- Tickets are sold (consideration)
- Random chance to win (chance)
- Prizes are awarded (prize)

Some common examples of raffles requiring a licence are:

- 50/50 draw
- Prize draw
- Football squares

If any of the three required elements (consideration, chance, and prize) is not present, the contest or draw may not require a licence. For example, the following do not require a raffle licence because skill is involved, rather than a random chance to win:

- Silent auction
- Jellybean counting contest
- Hole-in-one putting contest

BGCBig is eligible to obtain a raffle licence for a total ticket value of \$10,000 or less. BGCBig will supply your event with a raffle licence provided you have given us the following information at least 15 days prior to your event:

- Draw format (i.e. 50/50, prize draw, etc.)
- Draw date
- Draw location (i.e. Hotel Arts, Calgary)
- Ticket colour
- Unit price (i.e. 1 ticket for \$3, 3 tickets for \$5)
- Ticket quantity
- Total value of raffle (amount must not exceed \$10,000)
- Prize description(s)
- Retail value of each individual prize

To request a raffle licence, please contact the Development & Communications department by phone at 780-860-2561 or by email at carrie.creaser@bgcbig.ca.

Tax Receipting

What will BGCBigS provide a tax receipt for?

BGCBigS adheres 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.

The complete name, addresses and phone number/email of the donor must be provided for BGCBigS to issue tax receipts.

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 donee (complete transfer)
- Property – cash or gifts in kind (not services)

BGCBigS will provide a tax receipt for the following:

- Direct personal or corporate donations of \$20 or more
 - In-kind donations where fair market value is easily determined
 - Tickets (sporting events, theatre, ballet, etc.) where the value is either noted on the ticket or a payment receipt is provided.
 - Air miles or payment of flights (again, proof of payment must be provided)
 - Gifts of artwork provided the artwork has been appraised by a third party appraiser – appraisal must be included with the donation
 - Gifts of shares
 - Bequests
 - Life insurance premiums
 - Monthly donations (donor will receive one cumulative income tax receipt at the end of the calendar year)

BGCBigS cannot provide a tax receipt for the following:

- Gifts of promises or pledges (for example, gift certificates donated by the issuer, hotel accommodation)
- Payment of basic fee for an event
- Gifts where the value or benefit of the donation cannot be determined
- Lottery or raffle tickets
- Donations of services (time, skills, or efforts) or loans of property, use of a timeshare, or lease of premises
 - Donations of services will only be receipted when a 'cheque exchange' takes place. This means that the party who donated a service would invoice BGCBigS for the cost of the services. BGCBigS would then issue a cheque for the services. If the service provider should choose to donate these funds back to BGCBigS, then BGCBigS can issue a tax receipt for the amount of the donation.
 - Two distinct transactions must take place:
 - A person provides a service to BGCBigS and is paid for that service, and
 - That same person makes a voluntary gift of property to BGCBigS
- Funds or gifts in kind from another qualified donor (gifts from other registered charities, or non-profit organizations)
- Name of true donor(s) cannot be determined (for example, bottle collection from several parties, donation bins, etc.) – one person cannot benefit from gifts made by multiple donors
- Gift is directed to a specific person or family unless BGCBigS has already decided that person or family is the recipient of the charitable program and BGCBigS has full discretion to reallocate funds and the person or family is arms-length from the donor
- Rent-free space
 - One of the criteria for a gift is that there be a voluntary transfer of property
 - With rent free space or accommodation, no property is being transferred – instead, use of the building is being provided. Since no property is transferred, no "gift" is made and a tax receipt for the value of the loan of property cannot be issued
- Court ordered donations (donations made as a condition of parole)
- Gifts intended for another organization
- Donations of items for auction (unless pre- approved by BGCBigS)
- Sponsorships



Event Planning

Below is a template that can assist you in the planning of your event:

Event Planning Template	
<p>Event Details What is your event (Car wash, bike-a-thon, bake sale, dance party etc.)? Event Name: Event Date and Time: Event Location:</p>	
<p>Organizers/Volunteers Do you need a planning committee? Will you need volunteers? How many?</p>	
<p>Equipment/Supplies What type of equipment or supplies do you need for your event?</p>	
<p>Advertising/Promotion How will you promote your event? What promotion materials will you need?</p>	
<p>Budget How much are you willing to spend? How much will everything cost? How much do you plan to raise?</p>	

Event Agenda

Having an event agenda keeps your event and volunteers organized. Depending on how many activities you have planned, your agenda can be complex or simple.

Sample agenda for an event with many activities:

Sports Day Fundraiser	
Time	Activity/Description
12:00 pm	Event starts with a soccer activity
12:50 pm	Soccer activity ends
1:00 pm	Baseball activity begins
1:50 pm	Baseball activity ends
2:00 pm	Event ends

Once you have decided on a plan for your fundraising event you can fill out your own agenda. Please use the agenda template below and send it to BGCBigS once you are finished. For safety reasons, unplanned activities cannot happen at your event.

Event Agenda Template:

Event Name:	
Time	Activity/Description

Risk Assessment

Sometimes accidents happen but potential risks can be prevented with some extra planning. By completing a risk assessment you can help prepare for any problems that may come up during your event. Use the two charts below to:

- Identify possible risks/problems for your event,
- Decide how likely and how serious potential risks/problems could be,
- List ways to prevent the risks/problems, and
- List possible solutions in the event the risk/problem happens.

Risk Rating	
Unacceptable Risk Level – Immediate action required! You should make changes to the planning of your event.	
Tolerable Risk Level – These risks must be reduced as much as is possible.	
Acceptable Risk Level – Monitor your event for these risk and reduce them where possible	

		Severity		
Likelihood		Low	Medium	High
Likely		Tolerable	Unacceptable	Unacceptable
Possible		Acceptable	Tolerable	Unacceptable
Unlikely		Acceptable	Acceptable	Tolerable

Identified Risk	Likelihood	Severity	Risk Rating	Preventing the Risk	Possible Solutions if the Risk Occurs
Example: During a marathon event a participant falls and scrapes their knees	Possible	Low	Acceptable risk	Make sure the marathon path is free of tripping hazards and debris	Have a First Aid kit and First Aid personnel to provide care at the event

Frequently Asked Questions

Will BGCBigs help organize events?

Our priority is to focus our resources on volunteer recruitment, supporting and monitoring matches, and ensuring the successful outcomes of the programs we offer. We have created this **Community Fundraising Guidelines** to help you start planning your event.

Is BGCBigs able to support any Community Fundraiser expenses?

Unfortunately we are not able to reimburse any expenses incurred by Community Fundraisers. It is the responsibility of the event organizers to create a budget and manage it accordingly for all expenses.

Can BGCBigs provide volunteers for a third party event?

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

Can BGCBigs provide sponsors to support Community Fundraisers?

BGCBigs cannot solicit sponsors or provide sponsor/donor lists for Community Fundraisers. It is the responsibility of the event organizer to request support from individuals or businesses to offset costs.

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

BGCBigs 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 BGCBigs 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. BGCBigs 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 BGCBig help promote my Third party Fundraiser?

Yes, we will post it on the events section of our website as well as on Facebook and Twitter. Any additional promotion is up to the event organizers. All publicity for the proposed event must be approved by BGCBig prior to being printed and/or released, including: web content, press releases, and printed materials.

How do I send the proceeds of my event to BGCBig?

Funds raised through a Community Fundraiser should be made payable and turned into BGCBig no later than two weeks after the event. It is preferred that all funds raised are deposited into one account and a cumulative cheque is written to Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area. If BGCBig provided the event with a raffle licence, the licence and paperwork will need to be returned to the agency immediately following the event. Funds raised by the raffle can be included in the cumulative cheque, but the agency will need to know the specific amount raised by the raffle to ensure proper reporting to the Alberta Gaming and Liquor Commission. Cash funds must be turned in to the agency no later than ten days after the event. Cash must be in a sealed envelope, counted, with a count sheet detailing the funds included. Please make remittances payable to:

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Attn: Development & Communications
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Can I use the BGCBig logo and how do I get it?

Yes, please complete the appropriate checkbox on the **Community Fundraiser Application Form**, and the logo will be emailed to you after approval is provided.

Can BGCBig provide print and promotional/display materials?

BGCBig can provide print materials about our programs and services. We may also be able to provide banners; this is subject to availability. Please provide us with all requests for BGCBig materials a minimum of ten days prior to your event by email to carrie.creaser@bgcbigs.ca.

Community Fundraising FAQ

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

BGCBigs will assist the event organizers with raffle licenses. Please see the detailed information in **Fundraising Guidelines** and **Obtaining a Raffle Licence**. Any additional licenses required, including liquor licenses, are the responsibility of the event organizers. You must be able to provide proof of adequate licenses to BGCBigs, if requested.

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. BGCBigs can provide a letter, to support your solicitation efforts. If you require such a letter, please email your request to carrie.creaser@bgcbigs.ca.

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

- 1) Donated Items – Draft a letter to send to various companies requesting items for your auction in support of BGCBigs.
- 2) Auction Houses – There are companies that hold 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 organizer.

Thank you for supporting the fundraising efforts of Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area

Any questions or concerns? Please contact:

Development & Communications

Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area

carrie.creaser@bgcbigs.ca