

Third Party Event Toolkit & Guide

Help us have the best cancer care!

Community fundraisers are key to raising dollars to support cancer patients in Saskatchewan. Like the one Rose did baking 12 dozen cookies to sell for her Bubba who was going through cancer treatment at the Saskatoon Cancer Centre. We are fortunate to benefit from the generous support of many individuals as young as Rose and others who plan fundraisers throughout the province because they or a loved one has been touched by cancer.

Every dollar donated stays in Saskatchewan, helping over 5,600 cancer patients diagnosed each year.



Event planning doesn't have to be hard. The key is giving yourself enough time to plan and having an action plan for when things go a little sideways. Events often take longer to plan than you might think so ensure you have enough time before your event date. Need some help? The Cancer Foundation of Saskatchewan staff will support you as much as possible! Follow our steps to make your event a success.

Event Ideas:

There are so many options for your fundraising event! Consider your guest and your own interests when coming up with an event idea. Don't be afraid to try something new and be creative! Here is some inspiration:

A-thons	Sales & Concessions	Auctions
Dance, Skate, Swim, Walk, Bowl or Run	Art/Craft, Bake, Book, Garage Sale and Concession	Art, Live, Silent and Online
Social events	Tournaments	Contests
Barbeque, Picnic, Birthdays, retirements, Anniversaries, Carnivals or Fairs, Pizza Day, Pajama Day	Board Games, Paintball, Bowling, Dodge Ball, Volleyball, Floor Hockey, Golf, Broomball or Baseball	Dress Down or Up Day, Trivia, Bingo, Cook-off, Pumpkin/ Watermelon Carving, Costumes, Talent
More Ideas:		
Battle of the Bands, Car Wash, Dance, Fashion Show, Holiday Tree Festival, Casual Workplace Days, Jewelry Night, Paint Night, Potluck Party, Brown Bag Lunch Day, Concert, Donate in lieu of gifts, Beard/Head Shave, Super Bowl Party, Karaoke Night, Pie Toss, Treasure Hunt		

Application Process:

Step 1:

Complete the Third Party Event Application Form and submit to:

Cancer Foundation of Saskatchewan

200-4545 Parliament Ave., Regina, SK S4W 0G3

Email: candace.williamson@cancerfoundationsask.ca or call 639-625-2012

Within **3-5** business days of submitting your application, we will be in contact with you. Please do not promote your event before this time.

When submitting your application, please keep in mind the following:

- Event Licenses; insurance and liquor, security deposits and any other legal or contract requirements are the sole responsibility of the event organizer. The Foundation will not assume any liability for your event.

Step 2:

Form a planning committee to share the workload so everyone can have fun! Ask for volunteers to help with your event. Find people for securing the venue, organizing the food and beverages; acquiring prizes; advertising, printing posters, tickets; asking for corporate or community sponsorships; social media; recruiting speakers; entertainment; and most important, someone to handle the donations and expenses for your event.

Step 3:

Let the FUN begin!

- Set realistic goals and make a budget. Be sure to include items such as the items in step 2. Ask us for an event budget template and a donation tracking template if you need them.
- Create your planning committee to help you with your event idea, date, time, venue and assign them or ask them their expertise for roles and responsibilities. 'Who's doing What, When, Where and How?'
- Volunteers are so important, your job as the event planner is to keep them busy, on track and the committee always informed.
- Ask companies or community organizations who may be interested in supporting your event for help to cover some of your expenses.

- If your event requires support from the Foundation, such as volunteers or for us to speak about the Foundation, please contact us as soon as you know your date, to book our availability in the province. Call us at (639) 625-2012 or email us at candace.williamson@cancerfoundationsask.ca.
- Promote your event - Give your Community Something to Talk About! Consider approaching TV, radio, newspapers and use social media. To partner with the Foundation, please ask for permission to use our **CFS Proud Supporter Logo**. Keep in mind, the Foundation requires final approval of all items produced with our branding.
- Be sure to post on social media during your event and encourage others to do the same. Tag the Foundation in your posts on Facebook @cancerfoundationsaskatchewan and on Instagram and Twitter @cancerfdnsask.
- Contact us to fundraise with your own donation page on our website. This is a convenient way for people to make their donations on-line and to instantly receive a charitable tax receipt. Please note sponsorships can't be processed on our website as they are not eligible for a charitable tax receipt. Contact us if you need further information about sponsorships.

Step 4:

Once your event is over. You Did It! Breathe!!!

- Share with us photographs taken at the event and your net profit raised. We will post a **BIG thank you** for your event on the Foundation's social media.
- Send the Foundation a complete accounting of your donations, sponsorships and expenses from the event in order for us to process any charitable tax receipts.
- Deduct all event expenses before sending the proceeds to the Foundation. As the event organizer, you are responsible for all costs related to the event and will handle all monies.
- Please contact us to help you deliver, mail or courier any cheques, cash or manual processing of credit cards within 30 days. This helps us process your charitable tax receipts as soon as possible for your supporters.

Tax Receipting:

- The Foundation adheres to the Canada Revenue Agency (CRA) Income Tax Act when issuing charitable tax receipts. For more information, please visit <http://cra-arc.gc>.
- When you require charitable tax receipts, you are responsible for tracking the donation names, addresses and contact information of each person and providing this information to the Foundation within 30 days of your event. If you need forms for collecting your donations, we can provide this to you.
- Personal or corporate donations of \$20 or more can receive a charitable tax receipt. Donations can be accepted by the Foundation through cash, cheque and in office credit card processing for charitable tax receipting.
- Please allow 30 days from the date you deliver your net profit of your event for the processing of our charitable tax receipts.
- Please understand, **no charitable tax receipts** will be provided for the following:
 1. Gifts of promises or pledges.
 2. Gift Certificates donated by the issuer.
 3. Entry of Participation fees for an event.
 4. Gifts where the value or benefit of the donation cannot be determined;
 5. Lottery, raffle tickets or games of chance;
 6. Name of true donor(s) - One person cannot benefit from gifts made by multiple donors.
 7. Sponsorships where a corporation or individual benefit by the promotion of their name.

Obtaining a Raffle License:

Contact us if you are having any type of raffle, silent auction, 50/50 tickets or gaming at your event. An SLGA license is required for all lottery or gaming activity at your event when it is in support of the Cancer Foundation of Saskatchewan. Please call us to discuss.

That's it!

You're on your way to having fun, a great event and supporting cancer patient's right here in the province!

Good luck and thank you! We couldn't do it without you!

