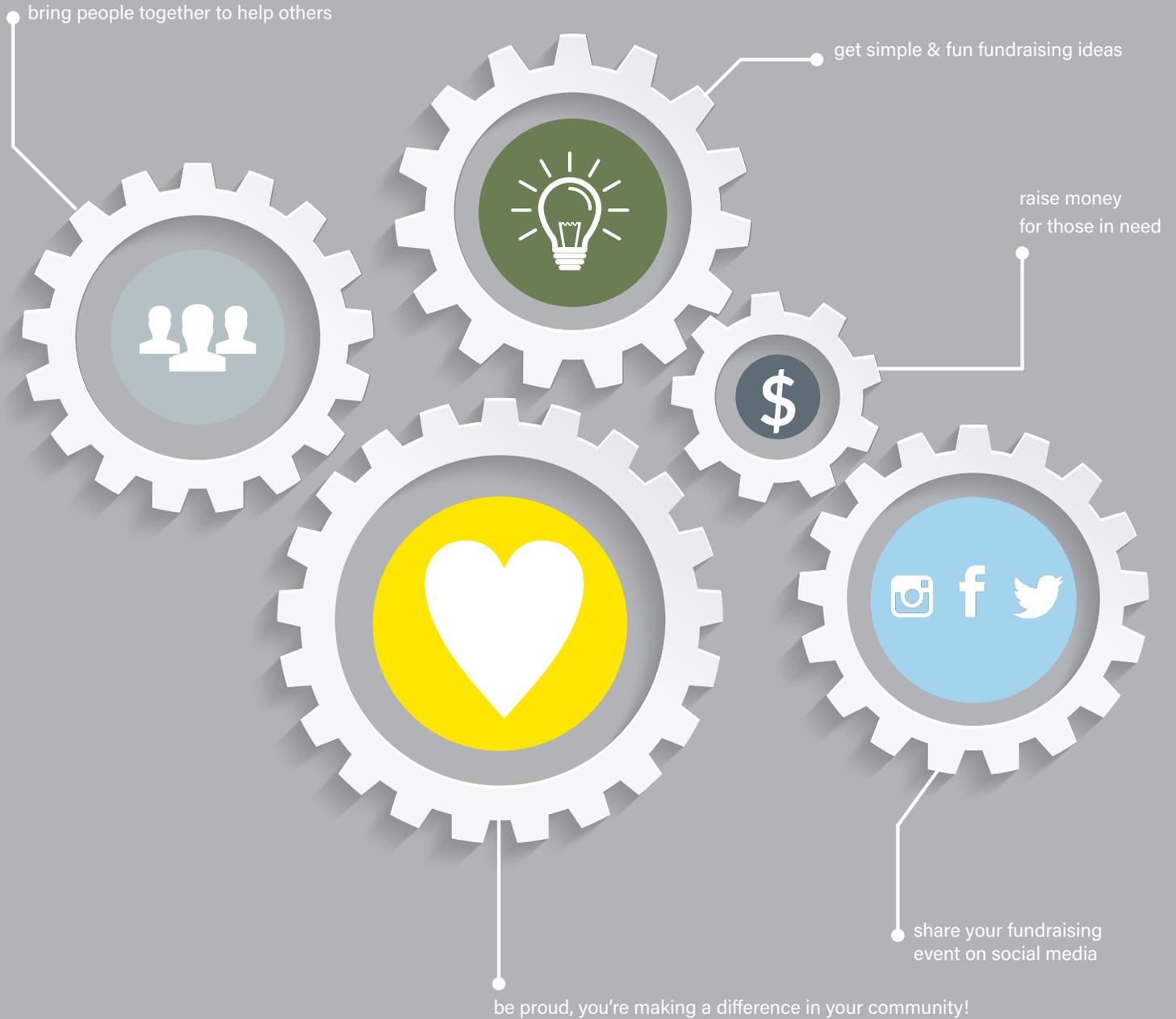


SHARE

FAMILY & COMMUNITY SERVICES

THIRD PARTY FUNDRAISING TOOL KIT



CONNECT. ENGAGE. STRENGTHEN

SHARE Family and Community Service's 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.

Thanks to people like you who share a vision for a stronger community, we are able to help provide thousands of individuals with the opportunity to pursue the life they chose.

THANK YOU for hosting an event on behalf of SHARE!

In this kit you will find:

- Information about SHARE, our mission, values and overview of programs
- Ideas for hosting your own fundraiser
- Fundraising guidelines
- Where to drop off donations
- How to obtain a raffle license
- Food stats from our area and across Canada
- To do list
- How to get Tax Recipets
- Donation sign
- Poster template
- Donor collection sheet
- Photo release form
- Social media cheat sheet
- Basic SHARE Brand standards
- FAQ's

THANK YOU
FOR WANTING TO MAKE
A DIFFERENCE IN
OUR COMMUNITY!

About SHARE

Founded in 1972, SHARE started as a children's clothing exchange in the basement of founder Gertie Grosser's home. It quickly became a focal point for community members who wanted to help themselves and their neighbours with life's challenges. SHARE has grown to be the largest social service provider and one of the largest employers in the Tri-cities.

What We Do

Our Mission

SHARE Family & Community Services exists to Connect, Engage, and Strengthen individuals and families in the Tri-Cities, Anmore and Belcarra.

Our Vision

A strong Tri-Cities community in which individuals and families build supportive relationships and develop their potential feel welcome and involved in shaping our community are able to meet their basic needs.

Our Values

We respect diversity, in all of its forms.
We build capacity in people, in neighbourhoods and in communities.
We focus on the unique strengths of the people we serve.
We are most successful when we work together.



Our Programs

Food Bank

The SHARE Food Bank distributes 5000 pounds of food to a minimum of 375 families every week, regardless of source of income (working, receiving income assistance, pensions or employment insurance, no income).

Christmas Programs

SHARE provides Christmas Hampers to roughly 1,800 Tri-Cities families each year. And roughly 2,215 children and youth will receive their Christmas toys through our Christmas program.

43 Housing (social housing)

43 Housing operates 288 units of social housing in Coquitlam and Port Coquitlam.

Legal Advocacy

We assist Tri-Cities residents with information, referrals and representation in the areas of income assistance applications/reviews, Canada Pension Plan and Landlord/tenant dispute

Adult Addiction Services

Substance abuse counselling services for individuals 19+

Early Intervention Therapy Services Program

Program works children & families in the areas of: Speech-Language Therapy, Occupational Therapy and Physical Therapy.

Youth Addiction Services

Supportive counselling to students in school district 43 under the age of 19

New Beginnings

Program is for Government-Assisted Refugee (GAR) families with children from birth to ages five, who are living in the Tri-Cities.

Child and Family Services

Program provides community based support to children under age of 12 & their families in the areas of: planning, counselling, family support, and prevention.

Community Living

Groups for children and youth providing learning opportunities, motor and life skills, and welcome children to interact and connect with their peers.

SHARE Counselling

A fee based service in many areas like: parenting, separation/divorce, anxiety to name a few

After School Program

A program that offers a variety of activities for children from ages 5-12 years, and their families in the Burquitlam area.

English Practice Groups

A free program that welcomes individuals the opportunity to practice English in a friendly atmosphere.

Better at Home

Program helps seniors with simple day-to-day tasks, such as light housekeeping and transportation to appointments so they can remain independent.

How SHARE Third Party Fundraising Works

At SHARE, Third Party Fundraising is an event organized and promoted by an individual, group or company. The organizers act independently, but with SHARE's knowledge and in certain cases; approval or direct support.

Third party events are an essential resource for helping raise funds, food, and awareness that help us carry out our work in the community. Last year, there were 301 3rd party events in the Tri-Cities.

1. Come up with your idea! This is the fun part – how do you want to raise money for SHARE?
2. Fill out the online event request form. Our Events & Fund Development Officer 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 money and pounds of food you raised for SHARE

We ask that all events being held to support SHARE align with our mission, vision, values.

Engage your creative resources and encourage your team to think BIG and have fun! Here are a few ideas to consider:

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

We hope you find our Third Party Toolkit useful, and if you have any questions, please contact:

Michelle Murray
Events & Fund Development Officer
(w) 604.529.5107 | (m) 604.833.1949
michelle.murray@sharesociety.ca

Want to plan a corporate event?

Please contact Valerie Hutton
SHARE's Director of Development
604.529.5119
valerie.hutton@sharesociety.ca

Third Party Fundraising Guidelines

- All third party events must align with SHARE's mission, vision and values.
- To conduct a fundraising event, we ask that you complete and send in the Third Party Event Application Form at least 15 days prior to your event.
- Prior SHARE approval before hosting a third-party event is required. Every year, many individuals hold events without our knowledge. This notice is important as we track all events & donations to ensure you receive the recognition that you deserve, as well as tax receipts where applicable.
- The third party 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.
- We (SHARE) must not be party to any liability coverage without prior knowledge. SHARE accepts no legal responsibility and cannot be held liable for any risk, injury or otherwise.
- The third party event organizer will be responsible for all costs related to the event and will handle all monies until the official donation is submitted to SHARE.
- All promotional materials must state that your event is "in support" of SHARE and is not an official SHARE Family & Community Services event.
- In your promotional materials if you are using images representing the recipients of the money or food you plan on raising, all photographs or images must be respectful and portray a positive message.
- SHARE must approve all promotional/advertising copy featuring our name and logo.
- The third party 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 SHARE Family & Community Services.
- Involvement of SHARE staff and volunteers will be at our discretion and will be based on availability, location and the nature of the event.
- SHARE issues official income tax receipts in accordance with Canada Revenue Agency guidelines.
- If tax receipts are requested, please submit the Donor Collection Sheet within 30 days of your event.
- Third Party event organizers will submit funds to SHARE within 7 days of the event.
- SHARE does not do door-to-door solicitations and cannot endorse these events.

How to Submit Food & Money Raised from a SHARE 3rd Party Fundraising Event

- Drive it over to the Food Bank
- The Food Bank is located at 2615 Clarke Street, Port Moody. Best times for food donations are: 9:30 am - 6:30 pm Mondays, 9:30 am - 2:00 pm Tuesday & 9:00 am - 2:00 pm Thursday and Friday.
- Get it weighed & celebrate your success. This is a great photo op!
- Don't forget to tell the staff at the food bank, the name of your event, and that it's a 3rd Party Event!

Brag about it!

Be proud as a peacock and post to social media. Don't forget to use the hashtag #SHAREFood for food events & #SHARECommunity for general fundraising. We have also create a social media cheat sheet for some pre-made posts you can use to brag about your fundraiser, just simply personal the posts and share away!

Got Cash?

Deposit the amount raised and mail a cheque or drop it off to:

SHARE Family and Community Services
Attn: Fund Development Department
#200-25 King Edward Street
Coquitlam, BC, V3K 4S8

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



How to Obtain a Raffle License

If you'd like to host a raffle at your event, there are a few things you will need to know before proceeding:

The Ministry of Finance Gaming Policy and Enforcement Branch regulates all gaming in British Columbia, including the operations of the British Columbia Lottery Corporation, which conducts and manages commercial gaming in the province.

If your group or organization is planning to hold a gaming event for the purpose of raising funds to benefit the broader community or a third party, you must apply for either a Class A, B or D gaming event licence.

The class of licence you'll want depends on how your group or organization is structured, how much money you expect to raise, the value of your prizes and the price of your tickets. The following table will help you determine the correct licence for your event.

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

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

Some common examples of raffles requiring a license are:

- 50/50 draw
- Prize draw

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

- Silent auction
- Jelly bean counting contest
- Hole-in-one putting contest

To inquire about a raffle license for your third party event, please visit the BCLC website by clicking [HERE](#).

Third Party Fundraiser To do list

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

Before your event

- 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.
- Recruit volunteers – friends, family, colleagues or other motivated people.
- Tell SHARE about your event.
- Check & see if your employers 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 event.
- Promote your event.

At your event

- During your event assign someone you trust to be responsible for handling the donations
- Have a SHARE Donation Collection Sheet available for donations.
- Take pictures (remember to get photo releases!)
- Spread the word on social media! See our Social Media Cheat Sheet.

After your event

- After your event collect the funds, thank your donors, volunteers, and supporters.
- Compile all of your donation forms and money collected.
- Drop off at SHARE within two weeks of the event
- Celebrate your success on social media! Make sure to tag us so that we can share the love back.

How to get Tax Receipts

SHARE would be more than happy to issue official receipts for income tax purposes upon request, but all gifts must meet the conditions defined by Canada Revenue Agency (CRA).

- Tax receipts will be automatically issued for all donations of \$25 or more. We will issue a receipt for a smaller amount upon request only.
- Official receipts require the full name and address of the individual who made the donations.
- If a company or business wishes to receive a donation receipt, the receipt will be issued only if the CRA criteria are met.
- Tax receipts can only be issued to those who have not received a product or tangible item in return for their donation. The purchase of raffle tickets, admission tickets, green fees, auction items, and performances are a few examples of gifts that are not eligible for a tax receipt.
- Make things easier! Use our tax receipt tracking sheet that can be found included in the many links provided in our toolkit.



Third Party Fundraiser FAQ's

Will SHARE help organize events?

Our Event & Fund Development Officer is there to help by answering your questions. We have created this Third Party Event Toolkit to guide you through hosting a successful event.

Is SHARE 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. Make sure you keep it simple.

Can SHARE provide volunteers for a third party event?

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

Do you have flyers and brochures we can hand out?

Our Third Party Toolkit has information on food bank facts and other SHARE related information. You are welcome to print anything out and display it at your event.

Do you have a banner we can use for our event?

SHARE will supply your event with Coroplast signage that promotes your event in support of SHARE. The signage must be returned after your event.

Will SHARE Bear attend my event?

While we cannot guarantee that SHARE Bear will attend your event, please fill out the SHARE Bear Request Form on our Host an Event page.

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

SHARE 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. 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. It is advisable that you seek guidance and direction from your own insurance broker on this matter.

Will SHARE help promote third party events?

Definitely! We will post your event on the events section of our website as well as Facebook and Twitter. Any additional promotion is up to the event organizers.

How do I send the proceeds of my event to SHARE family & Community Services?

Funds raised by a third party event should be made payable and turned into SHARE no later than 14 days after the event. Send cheques to:

SHARE Family & Community Services
Attn: Fund Development
#200-25 King Edward Street
Coquitlam, BC, V3K 4S8

SHARE Social Media Cheat Sheet

Thank you for hosting a fundraiser for our SHARE! We have created a list of social media posts ready for you to use to promote your event and celebrate giving back to your community. We recommend you use images where possible and attach your poster with all the event details, short videos through Instagram or Snapchat are fun too! Please note that in the samples we have left place markers for information related to your company/group.

Also make sure to post during your event, everyone loves to see live action!

Want to make your own posts? Here are some common Hashtags that we use:

#SHAREFood, #FoodBank #EndHunger #Hunger #FoodSecurity

Don't forget to tag us in your posts:

Twitter: @SHARESociety Facebook: facebook.com/sharefcs/ Instagram: Sharesociety

TWITTER

We are hosting a #FoodDrive for @SHARESociety pop by and help feed those in our community.
#SHAREFood

Help feed our community at our #FoodDrive for @SHARESociety #SHAREFood

37% of those that use food banks are children. Help feed our community at our #FoodDrive for @SHARESociety #SHAREFood

>**YOUR COMPANY/GROUP NAME**< Cares about #hunger Help us feed those in need at our #Food-Drive for @SHARESociety #SHAREFood

We are collecting donations for the @SHARESociety #FoodBank Come by and see us >**INSERT LOCATION OR POSTER**< #SHAREFood

The @SHARESociety #FoodBank gets 0% gov funding. Help us help them feed the hungry in >**INSERT CITY**<

Help us stop hunger in our community at our #FoodDrive for @SHARESociety #SHAREFood

We are at >**INSERT LOCATION**< hosting a #FoodDrive for @SHARESociety Come and help us feed our community

We collected >**INSERT POUNDS OF FOOD OR DOLLAR AMOUNT**< for the @SHARESociety #FoodBank today! Thanks to everyone that helped us out. #SHAREFood

We are collecting >**INSERT ITEM**< for the @SHARESociety Thift Store, come by >**LOCATION**< and drop off yours!

FACEBOOK & INSTAGRAM

We are hosting a #FoodDrive for the SHARE Food Bank this weekend. Make sure to pop by and drop off a donation to help us feed our community.

Help feed our community at our Food Drive for the SHARE Food today! **>INSERT DETAILS<**

37% of those that use food banks are children. Help feed our community at our Food Drive for SHARE Food Bank **>INSERT DETAILS<**

>YOUR COMPANY/GROUP NAME< Cares about hunger! Help us feed those in need at our Food Drive for the SHARE Food Bank

We are collecting donations for the SHARE Society Food Bank. Come by and see us **>INSERT LOCATION/TIME OR POSTER<**

The SHARE Society Food Bank gets 0% gov funding. Help us help them feed the hungry in the Tri-Cities. **>Insert location<**

SHARE has put together a great list of items that are often needed by the SHARE Food Bank.

Help us stop hunger in our community at our Food Drive for the SHARE Society Food Bank. **>INSERT LOCATION<**

We are at **>INSERT LOCATION<** hosting a Food Drive for the SHARE Society. Come and help us feed our community.

We collected **>INSERT POUNDS OF FOOD OR DOLLAR AMOUNT<** for the SHARE Society Food Bank today! Thanks to everyone that helped us out.

HASHTAGS FOR INSTAGRAM

#SHAREFood #FoodBank #endhunger #endpoverty #coquitlam #portmoody #portcoquitlam #giveback #bethechange #hungersucks #foodsecurity

FINAL THANK YOU MESSAGE HERE.

