



A Guide to Raising Funds for the CP Youth Centre

Thank you for choosing to hold a fundraising event for the Carleton Place Youth Centre. We do not receive sustainable government dollars to support our centre, so your efforts mean a great deal to us and to the hundreds of kids and youth we serve each year. Thank you for your generous support!

To ensure support for your fundraiser, this guide outlines the responsibilities of all parties. It is designed to help you understand how you can organize a great event in support of our youth. The youth centre staff remain available to answer any questions that you might have leading up to your event.

Some Great Fundraising Ideas:

Auctions	Arts & Craft Sales	Music events
Benefit dinners	BBQs	Book sales
Car wash	Dinner parties	Donations in lieu of gifts
Fashion show	Garage sales	Golf tournaments
Grand openings	Sports tournaments	Proceeds from sales
Run/walk/ride	Work parties	Wii tournaments

How Your Money is Used:

The proceeds from your event will be used to support programming and staffing for the Youth Centre. Everything from the purchase of sports, recreation and music equipment, plus arts & crafts, food and nutrition supplies to registrations for events and activities such as bowling, skating, excursions, field trips and more. And your investment today will help to ensure kids and youth and healthy, active and contributing members to our community.

Frequently Asked Questions:

What will the CP Youth Centre provide a tax receipt for?

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

Will the youth centre help organize my event?

Our priority is to focus our staff and volunteer resources on offering a safe, inclusive and welcoming space for kids and youth, ages 8 to 18. We also focus our attention on quality programs that help to educate, recreate, socialize and enrich the lives of our members.

We have created this *Event Fundraising Toolkit* to help you plan your event or activity. If you would like to run your fundraising idea by us, we would be happy to share our experiences.

Will the youth centre help promote my event?

YES! We have a great social media following and can share your posts on Facebook, Instagram, twitter and our website. Any additional promotion is up to the event organizers. All publicity for the proposed event/activity must be approved by the CP Youth Centre prior to being printed and/or released, including: web content, press releases and printed materials.

Please forward all content for approval at minimum 10 days in advance of release to the Executive Director Gail Logan. By email: cpyouthcenter@gmail.com or by telephone at: **613-257-8901**.

Is the centre able to support any third-party event/activities expenses?

It is the responsibility of the event organizers to create a budget and manage it accordingly for all expenses.

Can the CP Youth Centre provide volunteers for an event?

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

Can the centre provide sponsorship contacts to support third party events?

We cannot solicit sponsors or provide sponsor/donor lists for third party events. It is the responsibility of the event organizer to request support from individuals or businesses to underwrite costs. We ask that you discuss your contacts with the agency in advance to avoid donor confusion.

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

The Carleton Place Youth Centre 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 the centre 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. The youth centre 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.

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

Funds raised by an event should be made payable and turned into the youth centre no later than 14 calendar days after the event. Cash funds must be turned in to the youth centre no later than 3 calendar days after the event. Please make cheques payable to:

**Carleton Place & District Youth Centre
360 Edmund St.
Carleton Place, ON K7C 3Y7**

Can I use the youth centre logo and how do I get it?

YES! Please complete the appropriate checkbox on the *Event Application Form* and the logo will be emailed to you.

Can the youth centre provide print and promotional/display materials?

YES! We can provide print materials about our programs and activities. We may also be able to provide banners, table cloths, donation bins, and more - subject to availability. Please let us know well in advance what you need and when.

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

Yes, please contact the Town of Carleton Place or local township office for any required licenses.

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. We can provide a letter from the CP Youth Centre authenticating your event to support your solicitation efforts.

We would ask however that you discuss your contact list with us prior to making an ask, so we can ensure we avoid duplication. In addition, we would also ask that you consider the “appropriateness” of a potential prize that is in keeping with the values of the youth centre.

Fundraising Guidelines

1. The Carleton Place Youth Centre (CPYC) encourages fundraising events that are compatible with our mission, vision and values. Prior approval is required to hold an event in support of the youth centre so that we can control the use of our brand. We also reserve the right to withhold the use of its name and logo from any event, initiative, promotion, performance or presentation we determine is inappropriate.
2. To conduct a fundraising event, we ask that you complete and send in the Event Information Form at least 15 calendar days prior to your event.
3. Any organization/group wishing to use the CPYC name or logo on any materials, including advertising, must receive prior approval from the centre.
4. All promotional materials must state that your event is “in support” of the Carleton Place Youth Centre and is not an official CPYC event.
5. Taking commission, for any purpose on funds raised as part of an event is prohibited.
6. The event 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. CPYC must not be party to any liability coverage without prior knowledge and/or approval. CPYC accepts no legal responsibility and cannot be held liable for any risk, injury or otherwise.
7. CPYC is happy to provide the sponsoring organization/group with appropriate recognition as determined in advance of the event.
8. The event organizer will be responsible for all costs related to the event and will handle all monies until the official donation is submitted to CPYC. Event expenses are to be deducted before sending proceeds to the centre. CPYC shall incur no costs unless otherwise agreed in writing prior to the event or promotion.
9. The sponsoring organization/group agrees to handle all monetary transactions for the special event or promotion and to present the proceeds to CPYC within 14 calendar days of the event for cheques and 3 calendar days for cash, or as agreed in writing with CPYC.
10. When tax receipts are requested, the event organizer is responsible for collecting the names, addresses and contact information of all donors and is required to submit the appropriate materials to CPYC within 14 calendar days of the conclusion of the event.
11. CPYC issues official income tax receipts in accordance with Canada Revenue Agency guidelines. For guidelines on receipts, please call the office.

12. The event organizer agrees to ensure that all materials borrowed are returned within 7 calendar days and in the same condition they were received. The organizer agrees to accept responsibility for damage or loss of materials borrowed from CPYC.
13. CPYC will not be responsible for mailing any materials to attendees/participants or volunteers, other than the mailing of applicable tax receipts.
14. The event organizer may be asked to send a complete accounting of all income and expenses associated with the event to the centre.

Event Information Form

Event Name	
Date of Event	
Time of Event	
Location of Event	
Description of Event	
Contact Person, Address, Email and Phone Number	
Fundraising Goal	
Expected Number of Participants	

Would you like a CP Youth Centre representative to attend your event? Yes _____ No _____

Speech Yes _____ No _____ Cheque presentation Yes _____ No _____

Other? (please outline below) Yes _____ No _____

Details/Involvement Required:

Would you like to use the CP Youth Centre logo on your event promotional material?

Yes _____ No _____

If you checked Yes, please note that the agency MUST pre-approve anything its logo is used on. If you checked Yes here, the logo will be sent to you at the email address provided.

ACKNOWLEDGMENTS

I acknowledge that the Carleton Place Youth Centre reserves the right to withdraw its name from the event at any time.

I acknowledge that I have read and understand the information contained in the centre[s] Fundraising Guide and will adhere to all Fundraising Guidelines provided.

_____	_____	_____
Applicant Name (printed)	Applicant Signature	Date
_____	_____	_____
Gail Logan, Executive Director		Date
Carleton Place Youth Centre		

Return form to: cpyouthcenter@gmail.com

**Thank you for choosing to support
the Carleton Place & District Youth Centre
through your fundraising efforts!**