



**PACIFIC AUTISM FAMILY NETWORK
INDEPENDENT COMMUNITY EVENT
GUIDELINES & CONTRACT**





Table of Contents

About Independent Community Events	3
Involvement of Pacific Autism Family Network	4
Community Fundraising Ideas	5
Organizing a Community Event.....	7
Tax Receipt Guidelines.....	9
Frequently Asked Questions	12
The Pacific Autism Family Network Independent Community Event Fundraising Agreement	15
Schedule A – Financial Terms.....	18
Schedule B – Guidelines Governing Tax Receipting.....	18



About Independent Community Events

Who:

Independent community events are planned and organized by caring individuals, companies and groups from communities across the province of BC to raise funds for Pacific Autism Family Network and families affected by Autism Spectrum Disorder.

Page | 3

What:

They can be anything that is a good fit for the organizers and participants. From lemonade stands to walk-a-thons...the sky's the limit!

When:

These events can take place any time throughout the year. Seasonal events, such as holiday parties, can be extremely successful. For best results, start your planning as early as possible and spread the word!

Where:

Organizers choose the most appropriate venue to host their special event. If the venue requires an official letter of endorsement, please contact nicola@pacificautismfamily.com

Why:

To help bring together state of the art resources for research, information, learning, assessment, treatment and support; while building capacity to address the lifespan needs of individuals with Autism Spectrum Disorder, related disorders and their families.

How:

Utilizing the ideas in this document and garnering support of family, friends and colleagues, you can make a real difference to the autism community!



Involvement of Pacific Autism Family Network

How to Identify PAFN as the benefactor:

All publicity **must** mention that proceeds are to benefit PAFN.

Page | 4

**PAFN will need to approve any samples of posters and materials, and provide their logo for your use.*

Please note: Receipt and approval of an Independent Community Fundraising Agreement must be received and approved by PAFN prior to any fundraising or organizing taking place.

How PAFN Can Assist:

- Provide one-on-one support via phone or email;
- Provide PAFN's marketing materials upon request (if available)
- Provide PAFN logo for use with approved events
- Promote your event on our social media channels, newsletter, and our website
- Provide a letter of acknowledgment (for soliciting sponsors and prize donations, and for gaming license applications) for approved events
- Provide tax receipts for eligible gifts

PAFN Cannot Provide:

- Advertising for your event other than through the channels listed above
- Access to our donor lists
- Reimbursement for expenses, or administer the financial aspects of the event
- Soliciting for ticket sales, media coverage, or securing corporate sponsorships
- Staff and volunteers to assist at your event. (This may be possible but we cannot guarantee, and is at the discretion of PAFN)
- Insurance coverage for your event.



Community Fundraising Ideas

In the Workplace:

- **Matching** – Collect donations from your colleagues and encourage your employer to match the donations. Many organizations have matching programs. Try a 50/50 draw where half the money raised goes to a lucky ticket holder!
- **Jeans Day** – This is a great way to be able to dress casual at work for a day. Have participants sign up with a minimum donation of \$5.
- **Bake Sale** – The ever-popular bake sale. Selling whole cakes, pies, cookies and anything you would like! Do this in the morning and during lunch break.
- **Workplace Bingo** – For a minimum donation of \$5, you get a bingo card. Draw numbers every 5 minutes and email them out. That way everyone can participate no matter where they are. You can even invite your business partners. Winners get a portion of the proceeds.
- **Silent Auction** - Have suppliers, clients or your business donate auction items, wrap them up pretty and auction them off to the highest bidder.
- **Lunchtime Barbeque** – Convince your boss or senior execs to flip burgers or hot dogs in the staff parking lot, and charge \$5 for lunch! Remember to accommodate vegetarians! Try to get food costs covered by your company or donated by your local grocery store.

Page | 5

Through your Circle of Friends:

- **Host a Party** – Have a set menu and charge friends and family what they would normally expect to pay at a restaurant except the payment would be a donation. Alternatively, you could host a Wine & Cheese, Dessert party, or Theme party and ask your guests to support the PAFN.



- **Movie Night** – Set up your living room like a movie theatre and pick a movie theme. Charge your friends as a movie theatre and have lots of popcorn on hand.
- **Car Wash** – You could ask a community gas station to set up shop in their parking lot or have the car wash on your own block. Remember to recruit lots of folks to help wash the cars by minimum donation.
- **Block Party** – Set a fundraising goal and divide it among families on your block to determine an entry fee. You could also have a BBQ and sell meals by the plate. This is also a great way to get to know your neighbours. Contact your local City Hall or Municipal Hall for block party regulations and applications. Prepare flyers and distribute them in advance.
- **Garage Sale** – Great for spring or any time of the year. This is a great way to support PAFN and do some spring cleaning.

Other Types of Special Events:

- **Walk-a-thon** – Allow people to go at their own pace whether they walk, run, bike, skate, or push a stroller. Ask participants to join as a member of a group with each group having a minimum group participation fee, or collect donations. Remember to set a safe route for your event, and abide by any city or town policies and bylaws.
- **Dinner/Dance** – There is so much room for creativity when it comes to this! Silent auctions and 50/50 draws are always popular at these events. Try to secure a local hall at no charge (churches and community centres are your best bet). Seek out local talent that would entertain at no charge for a great cause! Arrange volunteers to help set up tables, chairs, decorate and provide bar service. Obtain a liquor license from the Liquor Control Board, and a Food Permit from your local Health Authority. Set a ticket price and sell tickets to family, colleagues, and friends. Arrange for food such as pizza, meat and cheese trays, buns, chips, soft drinks, etc. Some grocery stores will donate food for non-profit fundraisers. Or try a potluck!



Organizing a Community Event

Special events have the potential to be great fundraisers. However, do not underestimate the amount of time, energy, and money that is involved with these productions. Below are some questions that are important to think about before getting started.

Page | 7

Type of Event: Would you like to have a small event or a larger dinner/dance, concert, or sports tournament?

Time: We recommend a minimum of 6 weeks for an average sized event with several hours per week devoted to the organizing. Larger events where legal, venue, or municipal clearance is required may take a few months to organize.

Venue: This is a great opportunity to look at getting a sponsor as renting venues can be costly.

Volunteers: For a special event, volunteers are a must. Friends, family, and co-workers are a great place to start. Before assigning duties think about what responsibilities would be suitable for those younger, older, or anything requiring a lot of physical strength.

Safety & Security: Take measures to ensure the safety of your volunteers and security of the funds raised. Are volunteers working at a safe time and location? Is anyone being left with funds alone at any given time? Do all volunteers feel safe working with one another? It is recommended that you always use a buddy system for the safety of volunteers and the security of funds.

Budget: Ideally you would like your event to raise funds and not cost you money. You can aim to get venues and food sponsored and printing costs covered where possible. Thank these organizations for their help by recognizing them on posters, flyers, and other public materials. We encourage you to keep track of all expenses from the start, and keep an accounting of all records.



Tickets, Silent Auctions, and 50/50 Draws: These are great and popular ways to raise funds. However, there are some tax receipting implications. Please see the Tax Guidelines Section for details.

Promoting your Fundraiser:

We encourage you to get in touch with your local media outlets to promote your fundraising! Free event listings are also a great way to promote your event. Contact your local media as they are usually happy to promote local fundraisers. Be sure to include information about why you are fundraising and who or what inspired you. ***Please alert us to any media coverage you receive that mentions PAFN.***

Recruiting Participants

Create a list of guests to invite – include your friends, coworkers, neighbours or whoever is appropriate for your event.

Recruiting Volunteers

Ask your friends and coworkers to help plan your event and assign them with specific roles – for example, assisting with silent auction, logistics etc. Make sure to provide your volunteers with briefing notes, details on their roles and responsibilities, and training.

Social Media

Create a **Facebook** event page with your event details and link it to PAFN’s Facebook group. *Remember to update it often as your event date gets closer. If you are on **Twitter**, tweet your event details and ways to participate to your followers. Let people know why you are doing the event and give progress updates to maintain interest. Don’t forget to let us know you’re tweeting! Add @pacificautism to your tweets so we can retweet and help you spread the word.

Materials:

Materials, such as banners, may be available upon request. In an effort to keep our costs at a minimum we encourage you to get creative and design your own materials. Once again, please provide us with samples first.



Tax Receipt Guidelines

Lotteries, 50/50 Draws, and Raffles require you to obtain a gaming license. Please visit the following website to fill out an application with the Province of British Columbia:

<https://www.gaming.gov.bc.ca/licences/forms-guidelines.htm>

Page | 9

Lotteries

It is Canada Revenue Agency's (CRA) view that participants in lotteries, while perhaps influenced in choosing which lottery they will participate in by the identity of the organizing charity, are primarily motivated by the chance to win the significant prizes that are offered. Therefore, in some cases, while there may be an element of donative intent, in CRA's view the amount of the advantage cannot be reasonably quantified. Accordingly, it continues to be CRA's view that no part of the cost of a lottery ticket is a gift which may be receipted for income tax purposes.

Auction Items

Generally, a registered charity cannot issue an official donation receipt to the persons who buy items at a charity auction. However, where the value of an item can be determined and is made known to all bidders in advance and where the amount paid for the item exceeds the posted value, a registered charity can issue an official donation receipt for the eligible amount of the gift (*i.e.*, where the posted value of the item does not exceed 80% of the accepted bid).



Artist's Donations

A tax receipt may be issued to artists who wish to donate artwork of their own creation. The fair market value must be established by a qualified appraiser with no personal interest in the artwork. A tax receipt may then be issued for the fair market value quoted in the appraisal. A copy of the original appraisal must be provided to PAFN.

Third Party Fundraising

In certain situations, special interest groups such as cultural groups, community associations or church organizations raise funds for donation to PAFN, and can request tax receipts for all contributors. Tax receipts may be issued to all contributors **ONLY** if a record of all donors and their corresponding donations is supplied. The accuracy of such a record can be ensured by tracking names, addresses, phone numbers and amount of receipt to be issued to each donor at the time of the donation, and later sent to PAFN with the donations. Official receipts may then be issued by the PAFN.

Tax receipts will only be issued for amounts of \$20 or more. The total amount of cash or cheques received must be equal to the amount requested in donations.

Special Events Fundraising

A fundraising event is defined as a dinner, concert, dance, show, gaming event, or similar event (excluding auctions). Tickets are sold for use on a specific date, and if not used, have no resale value. A tax receipt may be issued for the difference between the fair market value of the event and admission price paid, if the purchase price of the ticket exceeds the fair market value of the goods (food, beverages, etc.) or services (entertainment, etc.) provided. A tax receipt may NOT be issued if the admission price includes a chance to win door prizes of more than nominal value, regardless of the admission price paid – even if the prize has been donated.



Example: if tickets to an event sell for \$250 and tax receipts are issued for \$150 of the ticket price, then only small items, such as T-shirts or mugs that have a value of less than 10% of the receipt amount (in this case - \$15.00) can be given away. Any draws for televisions, vacations or any other prize valued at greater than \$15.00, even if these prizes were donated, would make the whole ticket price non-receiptable.

In all cases the amount of the tax receipt must be approved in advance by the PAFN. The fair market value is established by comparing the event to a similar non-charity related event. In the absence of a comparable event, the cost for putting on the event as a profitmaking venture is estimated, and a suitable admission price is established.

Official receipts will be issued by the PAFN office upon receipt of:

- The full donation amount;
- Full name, address and phone number of the donor/organization;
- Complete supporting documentation.



Frequently Asked Questions

What is tax-receiptable and what is not?

Donations of \$20 and over are eligible for an official income tax receipt (unless mutually agreed upon). We are not able to issue an official income tax receipt for purchases of goods (E.g. event tickets, raffle tickets, or items). Donations collected by the event organizer that are donated to PAFN by the public cannot be tax receipted in the name of the event organizer. For more CRA tax guidelines please see www.craarc.gc.ca

Page | 12

How do I get tax receipts for the donations collected at my fundraising event?

Record the names, addresses and telephone numbers of the individuals and/or businesses that require a tax receipt. Submit this form along with their donations to PAFN Foundation office; we will process and mail tax receipts directly to the individuals or businesses listed on the donation form.

Can I deduct my expenses from the funds raised?

PAFN will not reimburse you for any expenses incurred; all financial control is the responsibility of the event organizer. Please consider asking local businesses to sponsor your event and/or provide in-kind donations to help alleviate costs.

Can I use PAFN's GoodLife Fitness Family Autism Hub to host my event?

This can be arranged depending on availability of the area you are requesting to use. PAFN will always strive to keep costs minimal for 3rd party fundraising events, and will only charge for costs incurred to PAFN for hosting your event.



Can I use PAFN logo on marketing materials for my event?

Yes! The PAFN logo is available for use by approved events. Your application must be approved by the Foundation before you are permitted to use the logo. We ask that you submit all your marketing materials to the Foundation for review before they are published or printed.

Page | 13

Can a Foundation representative attend my event and/or provide volunteers?

Due to the number of independent fundraising events that take place throughout the year, we cannot guarantee that Foundation staff can attend every event, or to provide volunteers. We will review all requests on a case by case basis and will always do our best!

Do you have promotional materials available for my event?

Yes, we're happy to make the following PAFN branded promotional materials available to you for your event:

Posters, pamphlets, donation cards, donation boxes and banners. These will be sent to you via Canada Post or, if you prefer, you can make arrangements to pick them up from the Foundation office. We kindly ask that you return any unused items, our donation box and banners.

Can you send out a news release for my event?

We are unable to contact the media on your behalf, but please contact the Foundation office if you require guidance on how to approach media for your event. Again, please make sure your application has been approved by the Foundation before you start using our logo for marketing and media purposes.

Can PAFN promote my event?

We can promote your event via our social media channels, and our newsletter! Please provide us with your social handles and we'll tag you too!



Can I get a photo taken with a BIG cheque?

Yes. We're happy to organize a cheque presentation at the availability of the PAFN Foundation team.

Page | 14

Can I provide alcoholic beverages at my event?

This is at the discretion of your event organizer, and may require further consideration from the Foundation and a liquor license. If your event involves the consumption of alcohol, please provide this information in our event description within the agreement.

How do I submit my donations?

Donations can be submitted to the attention of Laura Lombardi, Foundation Vice President, and sent to:

Pacific Autism Family Network – Foundation Office
3688 Cessna Drive, Richmond BC, V7B 1C7

Please make all cheques payable to:

Pacific Autism Family Centre Foundation

For all inquiries related to Independent Fundraising Events please contact:

Laura Lombardi

Foundation Vice-President

Pacific Autism Family Network

604-697-5323

laura@pacificaautismfamily.com



The Pacific Autism Family Network Independent Community Event Fundraising Agreement

_____ (“the Organization”) agrees to hold an independent fundraising event (“Event”) to benefit the Pacific Autism Family Network (“PAFN”), as outlined below:

WHEREAS the Organization wishes to organize and implement an independent fundraiser for PAFN;

and

WHEREAS PAFN will receive the benefits resulting from an independent fundraiser; the parties agree to as follows:

1. The Organization will make absolutely clear to the general public that:
 - a) the Event has been initiated by the Organization with the possible support of other community groups in support of PAFN;
 - b) the Organization is raising funds to be donated to PAFN.
2. The Organization will carry out the Event in a manner that respects and adheres to the fundraising values of the PAFN which can be found at www.pacificautismfamily.com/foundation
3. The Organization will comply with the financial terms set out in Schedule A.
4. The Organization understands that the funds raised will be spent at the discretion of PAFN in support of its Network and its programs.
5. The following communication guidelines shall be in effect:
 - a) The Organization will respect the name and logo of PAFN and obtain PAFN approval on their use in the Organization's brochures, advertisements, and any other publicity and/or media communications.



- b) All communications to the public by the Organization about the Event will be first discussed with and approved by PAFN.
6. An official income tax charitable receipt will be issued by PAFN to those individual donors who donate \$20 or more to PAFN (or an amount mutually agreed upon). The Organization must take the full name, home address, email address, and phone number of the donor who wishes to receive an official receipt, as well as the date of the donation and amount donated. The Organization must follow the procedures set out in Schedule B.
7. The Organization and PAFN acknowledge and agree that any personal information that is provided for the purpose of tax receipting or otherwise is given to the Organization in confidence and is protected by the CRC Privacy Policy and applicable privacy legislation, with which the Organization agrees to comply.
8. The Organization is responsible for obtaining any licenses, approvals or permits required to operate the Event.
9. Any Event planned by the Organization that involves gaming must conform to regulations of the governing body for gaming in the province where the Event is to take place. It is the Organization's responsibility to ensure that it is in compliance. The Organization is also responsible for ensuring compliance with its province's liquor regulations.
10. This Agreement does not give rise to a partnership or joint venture between the Organization and PAFN.
11. Any costs incurred to PAFN if hosting your event at their GoodLife Fitness Family Autism Hub will be billed to the Organization.



AGREED BY:

Name of Organization: _____

Full Name (Print): _____

Signature: _____

Date: _____

REQUIRED CONTACT INFORMATION:

Full Address: _____

Phone Number: _____

E-mail: _____

Short Description of Event, including anticipated donation to PAFN:

Pacific Autism Family Network

Name: _____

Foundation Vice President (Print)

Signature: _____

Date: _____





Schedule A – Financial Terms

Proceeds generated by the Event must be donated to the Pacific Autism Family Network. The Organization shall keep an accurate record of all money raised for the PAFN at the Event. Unless otherwise agreed shall provide the record to PAFN within thirty (30) business days of the Event's termination, along with contact information of all donors who have requested or were promised a tax receipt.

Page | 18

Schedule B – Guidelines Governing Tax Receipting

The following receipting guidelines shall be in effect:

- a) if the Organization decides to charge an admission fee for the Event, which is equal to the fair market value for the Event, The PAFN will not provide receipts for the value of said admission fee, as per Income Tax Act, [R.S.C. 1985, c. 1 (5th Supp.)];
- b) if the Organization decides to charge a fee for a service, food, or commodity being provided (fair market value will be determined by the PAFN), the PAFN will not provide receipts for the value of said fee, as per Income Tax Act, [R.S.C. 1985, c. 1 (5th Supp.)];
- c) the PAFN will only issue tax receipts for the amount of the actual contributions received by the PAFN. Receipts will not be issued for funds used to cover the costs of the Event or other administrative expenses incurred by the Organization;
- d) the Organization must track all donations when accepting a contribution from a donor. This accounting must include First Name, Last name, Address, Email Address, Phone Number, Amount, and whether cash or cheque; and
- e) the Organization shall remit the following to the PAFN within thirty (30) business days of the termination of the event, unless otherwise agreed:
 - i. proceeds collected from the event;



- ii. a report detailing the reconciling all donations; and
- iii. a list of the personal information that the organization has collected, including donor names, donor addresses, the individual donor contributions

PAFN would be pleased to recognize your efforts in the following ways:

1. An official letter to recognize your event's success;
2. Showcasing your event on our website's "Stories of Impact" page;
3. A cheque presentation at the Foundation office;
4. If your event raises over \$10,000 cumulatively, your event name and organization will be listed in our annual report and on our websites "Our Supporters" page.