Aunt Leah's

FUNDRAISING EVENTS Package

Thank you for considering Aunt Leah's as the beneficiary of your fundraising activity. Aunt Leah's relies on the generous support of individuals and organizations to respond to the needs of local foster youth and help prevent vulnerable mothers from losing their children. This document will outline the policies and guidelines for organizing your Fundraising Event and our shared understanding of fundraising for Aunt Leah's.

Please read through this package prior to completing the attached agreement and returning it to our office. We require three weeks advance notice of your event.

We thank you for thinking of Aunt Leah's and look forward to sharing our policies and protocols with you as you plan for your event. Please do not hesitate to contact us with any questions or concerns you may have.

Sincerely,



Dumi Owane
Donor Relations Officer
Aunt Leah's
dowane@auntleahs.org
(604)525-1204; ext. 117

2025
TOP 100 CHARITY
Charity Intelligence's Highest Rated Charities
★★★★★

Aunt Leah's

Steps To Plan Your Event

1. **Decide on Your Event & Create a Plan:** Think about what event you will hold, where the event will be located and how you are going to raise the money (i.e. by donation, ticket sales).

2. **Complete & Submit the Event Form:** Please scan your event form and email it to Dumi Owane at dowane@auntleahs.org or mail the form to our head office at 816 20th Street, New Westminster, BC V3M 4W6

3. **Recruit a Team to Help Run Your Event:** If the event is large, setting up a planning committee is a great idea. Family, friends, and colleagues are a great place to start when recruiting volunteers.

4. **Create a Timeline & Assign Tasks:** A timeline will ensure that your event is well organized and by assigning tasks you can effectively spread the work out evenly.

5. **Prepare Your Budget**

6. **Book Your Event:** Even if your event is located in your home or workplace, you will need to consider the venue, food, décor, and audio needs required to run your event.

7. **Determine if You Need Any License or Special Insurance**

8. **Promote Your Event:** You can promote your event through social media, posters, newspapers, radio, and event listings. For all event promotion, please consult Aunt Leah's for proper logos and information and our prior approval.

9. **Tax Receipt:** Aunt Leah's can provide tax receipts for gifts of $20.00 or more if we are provided with each donor's name and mailing address. Please see guidelines below.

10. **Thanks:** Make sure to take many pictures. We would love to have a chance to recognize you for being a champion for Aunt Leah's mission and share the success of your event on our website and/or social media channels.

Aunt Leah's

Fundraising Events Policy

Aunt Leah's is pleased to work with you to host fundraising events to benefit youth in and from care and young mothers.

As a registered charity, Aunt Leah's follows the Canadian Revenue Agency's (CRA) administrative rules and regulations on fundraising. We have created this Registration Form and Policy to ensure compliance with CRA guidelines and to help you host a successful fundraiser.

Events must be:

- Approved by us prior to the event start date and before any fundraising activities have taken place.
- Consistent with the mission and values of Aunt Leah's.
- In compliance with Aunt Leah's branding guidelines.
- Able to provide positive exposure & awareness for Aunt Leah's.

**Please refer to the Mission & Branding section in this document*

Aunt Leah's Reserves the Right to:

- Refuse involvement, and the use of its name and logo, to any person or event that does not have our express approval.
- Refuse approval of sponsors as per the policies and procedures of Aunt Leah's.
- Relinquish support of any fundraising event that does not abide by the policies, criteria, and guidelines set out in this agreement without any liability or obligation.

Aunt Leah's

Guidelines for Fundraising Events

1. Licenses, Fees, and Insurance

- You are responsible for obtaining any necessary licenses, permits, clearances and/or general liability insurance required to organize the event, as required by municipal, and provincial governments, and for complying with all applicable laws. Any fees required for licenses are your sole responsibility.
- By law, any Gaming requires a license. For information about Gaming Laws in B.C., please visit: www.gaming.gov.bc.ca
- Aunt Leah's is not responsible for any damage or accidents to persons or property at the event
- By accepting the terms and conditions of this policy, you understand that you are accepting all responsibility for claims that may arise as a result of their event.

2. Planning & Staffing

- You will be solely responsible for the development and execution of the Event and for any and all debts, costs, or expenses relating to the Event.
- We will not provide staff support for the Event. You will be responsible for recruiting staff or volunteers to produce and work the proposed event.

3. Donations & Sponsorships

- The donations will be designated as an unrestricted gift and used where there is the greatest need, as decided by Aunt Leah's, unless otherwise agreed upon and designated to a specific program or purpose. You agree to deliver the proceeds from the event within thirty (30) days of the conclusion of the event.
- Taking commission, for any purpose, on funds raised as part of the Event is prohibited.
- We will not solicit sponsors on your behalf, or for your Event. We must be notified of all event sponsors in advance. You must disclose to sponsors that Aunt Leah's is not the host of the event, but that event participants will be encouraged to donate to us.

- If your sponsors (Cash or In-kind) are also contributing to Aunt Leah's during the event, please provide us with a list of the sponsors and include a valid valuation and description of their donation.
- We reserve the right to deny a proposed sponsor the opportunity to sponsor the Event. In the event that a sponsor is denied the right to sponsor an Event, you are responsible for returning any funds provided.
- We can create a customized online donation form with a link to be provided to the Event Organizer, if needed. Our general online donation form can also be used to accept Event donations.

4. Tax Receipting

- Aunt Leah's will issue receipts in accordance with the rules and regulations of the CRA. We will issue official charitable tax receipts for all donations of $20 or more made by individuals directly to us, online or by cheque:

  Payable to Aunt Leah's
  816 20th Street
  New Westminster, BC V3M 4W6
  Attn: Dumi Owane

- If the Fundraiser collects donations, you are responsible for collecting the names, addresses, and contact information of all donors, and are required to mail the appropriate materials to us within 30 days of the conclusion of the event. Official tax receipts will be issued for donations that were given without receiving a product or tangible item in return.

- We do not issue tax receipts for sponsorships, donations of gift-in-kind items (where the fair market value cannot be verified with appropriate documentation), or purchases of raffle tickets, draws, green fees, event tickets, or the purchase of live or silent auction items.

- We will issue receipts for corporate gifts.

Aunt Leah's

5. Privacy

- After the conclusion of the event, please send all records to us. We will not provide mailing lists. We are committed to protecting the privacy of our donors and adheres to the privacy regulations outlined in our privacy policy.

6. Event Cancellation

- The event organizer(s) will notify us if the event is cancelled 3 days prior to the planned day of the event.

7. Media Guidelines

It is important that Aunt Leah's maintains brand integrity and consistency in dealing with the public. We ask Event Organizers to follow the following branding guidelines:

- Organizers must have approval for the event before any announcements or press announcement is released.
- All publicity and promotional materials for the proposed event must be approved by us prior to being released.
- The official Aunt Leah's logo should be used appropriately in conjunction with the event and may not be altered in any way.
- We encourage Organizers to indicate on their promotional items or announce during the event that "proceeds from [Your Event] will be donated to Aunt Leah's".

8. Photographs

- We encourage you to take many photographs and share them with us. Your event photos may inspire others to take the leap and organize their own fundraiser.
- Any photos shared with us, may be displayed on our website, social media accounts, or other communications materials.

Aunt Leah's

Support for Fundraising Events

Aunt Leah's may consider supporting your event in the following ways:

- Informational material for the event, if requested.
- A letter of support to demonstrate the authenticity of the event, if requested.
- A representative to speak at the event on behalf of the organization at the advanced request of the organizer.
- Post information about your event and organization on our social media accounts.

To Thank You for Your Fundraising Efforts, Aunt Leah's will

- Acknowledge your donation on our Annual Report and may post on our social media accounts.

Aunt Leah's

Mission & Branding

Vision:

Every person impacted by foster care has the opportunity to thrive.

Mission:

Aunt Leah's helps prevent youth from foster care from becoming homeless and vulnerable mothers from losing custody of their children. To support them on their journey to self-sufficiency, we provide housing, lifeskills, education and employment services.

Why Our Work is Esential:

Youth aging out of foster care and mothers at risk of losing custody of their children face some of the highest rates of homelessness, poverty, mental health crises, and family separation in the country.

Every year in BC approximately 1000 youth 'age out' of care at age 19. Nearly 60% reside in Metro Vancouver, demonstrating the urgency of providing stable housing and support in this region. (*Data from the Ministry of Children and Families BC can be found here.*)

Children in care grow up without consistent support, face hardship in young adulthood, and those who become parents are often at risk of losing custody of their own children. The pattern of separation and trauma continues from generation to generation.

Aunt Leah's goal is to break that cycle. We provide housing, lifeskills, education and employment services. Youth and moms receive guidance, and a caring community so they are able to build lives rooted in stability, belonging, and hope. We believe every young person deserves more than just survival. They deserve the opportunity to belong, grow, and thrive.

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Logo:

- Please do not tilt, cut or change the aspect ratio of the Aunt Leah's Logo or any sub-brand logos in any way.
- Aunt Leah's logo can be provided to you the Organizer in the following formats: JPG, and PNG.

Tagline:

"When There's No Place That's Home, There's Aunt Leah's"

Colours:

Deep Red (RGB: 96, 8, 46; HEX:60082e)
Magenta Pink (RGB: 348, 68,92; HEX: eb4b6b)
Bubble Gum Pink (RGB: 96 ,8, 46; HEX: 60082e)

Aunt Leah's

Fundraising Event Form

Contact Information

Name of organizer Company/Group):_____

Main Contact:_____

Title: _____

Address:_____

City:_____ Province: _____

Postal Code:_____ Phone (home/cell): _____

Work Phone: _____ Email: _____

Event Information

Event Name: _____

Event Date(s):_____

Event Time(s):_____

Event Location(s):_____

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Brief Description of Event:

Expected # of Attendees: _____

Revenue Goal (if known): _____

How will you raise funds? (E.g. ticket sales, pledges, silent auction, bake sale, raffle, etc.)

How do you plan to promote your event? (E.g. social media, local media, blog, website, etc.)

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What kind of materials do you require from Aunt Leah's Place?

- ☐ General Brochure
- ☐ One-pager info sheet
- ☐ Donation Forms
- ☐ Customized donation link
- ☐ Other (Please explain)

_____

_____

Any Other Pertinent Information or Comments:

I hereby acknowledge that I have read and understand the Guidelines for Third Party Events detailed in this document.

Print Name: _____

Date: _____

Signature:_____

Please Return Completed Form To:

Dumi Owane
Donor Relations Officer
dowane@auntleahs.org