

Camphill Foundation Canada-3rd Party Events

How Can We Help You?

We are thrilled that you have chosen to raise funds for Camphill Foundation Canada and we are eager to support you in planning your event. You are an important part of the fundraising team. Your time and effort will benefit Camphill Communities Ontario and the special people who live there. Thank you!

Camphill Foundation Canada can provide the following assistance once your event has been approved:

- Advice and expertise on event planning
- Resources, lists and ideas to help you plan and run a successful event
- As appropriate, a Camphill Foundation Canada or Camphill Communities Ontario representative may be available to accept a cheque presentation at your event
- Issue tax receipts if applicable
- Camphill supplies for your event (e.g., brochures, logos, etc.)
- Event listing on our Online Event Calendar
- Support letter that validates the authenticity of the event for one year

Camphill Foundation Canada cannot promise the following:

- Funding or reimbursement for event expenses
- Mail/e-mail lists such as donor lists and staff lists
- Promotion or advertising of your event except for the Online Event Calendar
- Guaranteed attendance of staff or volunteers at your event
- Application for gaming licenses, e.g., bingos or raffles
- Access to celebrities or other community VIPs
- Prizes, auction items, awards

Rules and Regulations:

- Permission is required to use names and logos.
- Money raised must be received within 90 days of the event
- Tax receipt information (if you are approved to issue receipts) must be received within 90 days of the event
- Volunteer event organizer will obtain all necessary permits, licenses and insurance
- Volunteer event organizer agrees to adhere to all receipting policies as outlined in the tax receipting section and by the Canada Revenue Agency
- The Foundation reserves the right to withdraw the use of its name at any time and will not assume any costs that may be involved in doing so

- If the event is cancelled, the event organizer agrees to contact the Foundation at least one day prior to the event
- The Foundation will not assume any legal or financial liability
- The Foundation is not responsible for any damage, accidents to persons or property

Organizing Your Event

You might be thinking ... "What do I need to do to plan an event?" and "Where do I start?"

Here is a one-page checklist that outlines the main things to think about when planning and organizing an event. They may not all apply to your event.

- Form a planning committee
- Determine a coordinator
- Choose an event
- Set goals: e.g., raise X\$, awareness, # of participants
- Submit an Event Proposal form to the Camphill Foundation Canada. A development coordinator will contact you within seven business days to review any issues or concerns.
- Decide on roles/tasks for committee members.
- Choose a venue
- Choose a date, time of day, and length of time for the event
- Determine legal, insurance, liability, permit and safety issues you may need to address
- Work with your development coordinator to determine a plan for tax receipts
- Recruit volunteers
- Develop a publicity/promotion plan
- Solicit sponsors
- Invite participants
- Decide how money will be collected and handled
- Create supply checklists for the event
- Create a "Day of the Event" agenda
- Lay out how venue will be set up
- Set up / clean up details and timing
- Thank yous and recognition
- Wrap up and evaluate event

Positions for committee members/ sub-committees

- Chair/Vice-Chair
- Finance/Budget
- Volunteer Coordinator
- Promotions/Publicity

- Auction/Prizes
- Sponsorship/Donations
- Venue Coordinator
- Decorations
- Entertainment
- Food/Beverages
- Registration
- Ticket sales

Choosing an Event

Big, small, unique, sporty.....the ideas are endless. Whether you are repeating a successful yearly event, thinking about starting up a small fundraiser or wanting to include the entire community in a big bash – it all starts with...

How to Choose an Event: Some Questions to Get You Started.

- What is your goal for this event? Have fun, raise money, raise awareness, bring a community together, have a certain number of participants?
- How much work/hours are you/your committee prepared to take on?
- How many committee members do you have?
- Do you have people on your committee who have experience planning events? Should you start with a smaller/simpler event and grow it in future years?
- How many volunteers would you be able to involve?
- How much time do you have to prepare for this event?
- Who/how many people could you realistically get to participate?
- Do you have access to VIPs or celebrities, performers or other unique events?

Event Ideas:

A-thons:

walk, skip, read, bike, dance, knit, swim, bowl, skate, aerobics

Auctions:

donated goods, furniture, hand made goods, quilts, services, catered meals

Galas:

Black tie dinner, concert, garden tour, homes tour, art show, performance of a play, BBQ beach party, boat cruise, costume

dinner dance, dress rehearsal performance, food fair, gala premiere, dance, celebrity luncheon, talent show

Sporting Events and Tournaments:

baseball game, football game, golf tournament, tennis tournament, fishing derby, pool/billiards/darts tournament, soccer tournament

Other Ideas

Garage sale
Bake sales
Head shaving
Loonie/Toonie Drive
Car wash/ Pet wash
Arts and crafts sales/shows
Carnivals
Dinner dances
Holiday celebrations
Theatre events
Theme parties
"Grub" / "Dress Down" day

Note: Application must be approved by Camphill Foundation Canada prior to publicizing or holding events. Camphill Foundation Canada respects the privacy of its donors; we do not sell, rent, or trade our donor lists. The information we collect is used to process donations, keep our donors informed about the activities of the community and Foundation, and ask for their support for our mission. If at any time you wish to be excluded from such contacts, call us at 705-728-7752 and we will accommodate your request. Community Event organizers will be required to sign a privacy agreement prior to the approval of their event.