

Fundraising Events FAQs

If you have a question that isn't answered here, please contact us at 604.675.8261.

I would like to organize an event in support of the BC Cancer Foundation. How do I get started?

A: Thank you for your interest in organizing a community event in support of the BC Cancer Foundation. Once you have determined the specifics of your event, please fill out the *Event Proposal Form* found on the "Create Your Own Event" webpage. After we receive your form, a Foundation member will review your event information and be in touch within 5 business days.

Is the BC Cancer Foundation able to issue tax receipts for my event?

A: Yes. The BC Cancer Foundation is pleased to issue charitable tax receipts in accordance with the Canada Revenue Agency rules and regulations for charitable tax receipting. For the most current information regarding tax receipting, please refer to www.cra.gc.ca/charities and view the 'Tax Receipting' information sheet for more information.

Can I put the BC Cancer Foundation logo on our event materials?

A: Yes, once your event is approved, we would be happy to provide you with our logo for your fundraising needs. All promotional event material must be approved by the BC Cancer Foundation (please allow 5 business days for approval) before being distributed to the public. Please refer to our Graphic Standards Guidelines on our website for more specific information.

How do I request promotional items for an event?

A: Please request items such as banners, pens and donation boxes in the "Promotional Material" section of the *Event Proposal Form*.

Can the BC Cancer Foundation provide staff or volunteers for my event?

A: No. The BC Cancer Foundation is grateful for the efforts of our community event fundraisers; however, while we wish we could be a part of every event, staffing availability limits our participation. In addition, we are unable to provide or coordinate volunteers for your event. Thank you for your understanding.

Can the BC Cancer Foundation invite media to my event?

A: No, the BC Cancer Foundation is unable to contact media on your behalf. However, we are able to provide additional media and public relations tools to assist you. These tools can be requested once your event has been approved by the Foundation. Please note that all media and marketing materials referencing the Foundation or using our logo must be approved by the BC Cancer Foundation (see graphics standards guidelines) before being distributed to the public and/or media outlets.

Can I be reimbursed for my fundraising expenses?

A: No, the BC Cancer Foundation cannot reimburse you for your fundraising expenses. Alternatively, to reduce expenses, consider asking local business for sponsorship and/or in-kind donations in exchange for advertising on your event materials. As a rule of thumb, event expenses should be no more than 20% of the total event revenue.

Will the BC Cancer Foundation assist me in securing auction items for an event fundraiser?

A: No, the community event organizer and/or community manages all aspects of a silent or live auction for your event.

Can I direct the proceeds from my event to a specific area of research?

A: Yes, if you would like to direct your donation to a specific area of research, please indicate this on the *Event Proposal Form* under event description. Specific areas of research, or funds, are established based on general tumor areas. If for some reason, we cannot designate your contributions for specific purposes, we will notify you in advance. If you do not indicate a fund area, we will direct your contributions to the area of greatest needs as identified by the BC Cancer Agency. When producing event marketing materials you should also make clear to donors and events attendees what type of cancer research the event is supporting. If your event is supporting "greatest needs", you may wish to say "Benefiting the BC Cancer Foundation."

Where do I send my donations?

Cheques should be made payable to: **BC Cancer Foundation**. Please include the event name on the cheque.

Please mail or drop off donations to:

BC Cancer Foundation
Special Events Office
600-686 W Broadway
Vancouver BC V5Z 1G1

It is never safe to mail cash. Please contact our office at 1.888.906.2873 to obtain a general donation form. You will need to request that cash donors to complete a General Donation Form including their contact information and donation amount. You can either drop off the cash donations in person, or transfer the cash into a cheque and mail us both the General Donation Form and cheque.

In addition, if a donor makes a cheque payable to you, simply endorse the cheque with your signature and write "payable to the BC Cancer Foundation" and submit it with the General Donation Form.