

## HOW WE CAN HELP

Thank you for your interest in supporting the BC Cancer Foundation. To help you successfully plan and execute your event, here are a few things you should consider ahead of time.

### THE BC CANCER FOUNDATION CAN:

- Post an event listing on our online event calendar
- Create a personal fundraising page for your event, if applicable. This online fundraising tool will allow you to e-mail your friends, family and colleagues and encourage them to make an online donation in support of your event. We strongly encourage you to make use of this online fundraising tool where possible.
- Provide BC Cancer Foundation signage, donation box, and/or select promotional items (supplies are limited and not guaranteed)
- Approve the use of the BC Cancer Foundation's name/logo. Note: the BC Cancer Foundation logo must be approved prior to printing or publishing event materials (please refer to our Graphic Standards Guidelines on our website for more information)
- Provide a letter of endorsement for the event once a completed Event Proposal Form has been received and approved by the BC Cancer Foundation's Special Events Office
- Provide advice on additional licensing (i.e. gaming license) or insurance coverage that may be necessary for your event
- Issue tax receipts according to Canada Revenue Agency rules and regulations where applicable

### THE BC CANCER FOUNDATION CANNOT:

- Provide funding or reimbursement for event expenses
- Provide access to our donor and staff lists
- Guarantee promotion or advertising of your event, except through our online event calendar
- Guarantee staff or volunteer attendance at your event

- Provide access to celebrities or VIPs
- Supply prizes, auction items and awards
- Assist with ticket sales or corporate sponsorship

#### **COMMUNITY EVENT ORGANIZER RESPONSIBILITIES INCLUDE:**

- Ensuring BC Cancer Foundation has approved the use of logo and name placement on event material
- Adhering to all receipting policies as outlined by the Canada Revenue Agency (see 'Tax Receipting' in the Event Toolkit)
- Ensuring that donor information for tax receipting purposes is received within 30 days of the event (if you are approved to issue receipts)
- Ensuring all necessary permits, licenses and insurance has been obtained prior to event
- Understanding that the BC Cancer 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
- Understanding that the BC Cancer Foundation will not assume any legal or financial liability
- Understanding that the BC Cancer Foundation is not responsible for any damage, accidents to persons or property

If you have any questions or concerns, please contact us at 604.675.8261