



Haven Society Host Your Own Fundraiser Third Party Guidelines

Thank you for choosing Haven Society as the beneficiary of your upcoming event. Before you get started with the planning of your event, please take some time to go over our Guidelines for Third Party Events. The information below is intended to clarify the responsibilities and to outline expectations for both parties (the organizer and Haven Society).

Event Details

Please provide Haven Society with the following information:

- Date, time, location of your event.
- Who is expected to attend or the target market of attendees (public, friends, coworkers, customers etc.).
- If Haven Society is not the only beneficiary of the event, please indicate the division of profits between organizations.

Sponsorship and Expenses

- Event organizers must inform Haven Society if outside (business) sponsorship is required to offset initial expenses of the event.
- Prior approval before approaching any business or individual in the community for funding, prizes or donations is required. This ensures that there will not be conflicts with Haven's corporate giving program or other events.
- Haven Society cannot incur third party expenses or provide any funds for third party events or campaigns.

Promotion

- Permission is required to obtain and use the Haven Society name and/or logo in all promotional materials prior to production and the logo must not be altered.
- Please let us know if you require any Haven promotional materials.
- Only use the authorized name and logo of Haven Society in all media and print materials.

- Submit all copy for advertisements, press releases, print, media and other event related promotional materials to the Resource Development Department of Haven Society for approval before production. The society reserves the right to final approval on all promotional materials bearing its name or logo.
- Haven Society will promote your event through our social media channels. As well, with sufficient advanced warning, we can also promote third party events through our monthly e-newsletter.

Tax Receipting

- Tax receipts can be provided for cash donations of \$20 or more by an individual or business where an advantage has not been received. We provide tax receipts in accordance with Revenue Canada Guidelines. Please ensure you keep an accurate record of such donations. Please note: event organizers will NOT receive tax receipts from door proceeds or other donations that are received from another party as part of the event.
- Provide a list of all donors, the amount of the donation (or value of goods) and a mailing address to Haven Society; this allows us to provide tax receipts and/or recognition where appropriate.

Regulations

- Event organizers are responsible to obtain all necessary BC Gaming licenses and to comply with gaming regulations for any games of chance (50/50, raffles, Wheels of Fortune, etc.).

Staff/Volunteer Attendance

- Event organizers are responsible to provide all staffing and volunteers for the event unless prior arrangements have been made to use Haven Society volunteers. If Haven Society volunteers are required, please allow adequate time for us to recruit them.
- Indicate if you would like a staff member to attend and for what purpose. If your event requires tickets for attendees, these must be supplied on a complimentary basis.

Thank you again for choosing to support Haven Society through your event.
If you have any further questions, please contact us at 250-756-2452 or
email **mbo@havensociety.com**