



Third Party Fundraising: Information and Guidelines

You have decided to host an event that benefits QMUNITY. Thank you!

Third party fundraising events help QMUNITY reach our fundraising goals. These events are considered independent projects undertaken by an individual, affiliated group or organization, for the purpose of raising funds for QMUNITY. The planning, promotion, and success of the event is the sole responsibility of the event organizer(s).

QMUNITY is thankful for your support, however, we have limited resources to provide extensive support for third party event planning.

If you would appreciate a QMUNITY staff person, such as the Executive Director, Board member, or Manager of Community Engagement, to attend your event and speak about QMUNITY to show our appreciation, please [contact us](#).

Step-by-Step Guide

This guide will help you in planning your third party fundraising event. Here are some key steps to guide you through the process:

1. Contact Us

QMUNITY staff always appreciate knowing about your event before you host it. While we are unable to provide much in the way of support, we do have some tips and tricks.

Please contact our [Manager of Community Engagement](#).

2. Event Ideas

Anything is possible with a little imagination, but we have some suggestions that have worked for others.

The most important thing is that you and your group have fun! Consider:

- Hosting a wine-and-cheese and ask people to donate to QMUNITY in lieu of bringing a gift
- Hosting a dinner party and deliver a short presentation on why you support QMUNITY and ask guests to become a donor
- Getting a group of friends together to have a car wash and donate the funds raised to QMUNITY
- Getting out your musical instruments or tuning up your vocal cords by hosting a concert
- Picking out all the latest trends by putting on a fashion show
- Selling your products and giving a donation of the proceeds to QMUNITY
- Celebrating your anniversary, birthday, or other special occasion by asking friends to donate to QMUNITY instead of bringing a gift
- Collecting donations as part of your community, religious or sports group

Great ideas for all of these can be researched online.

3. Fundraising Opportunities

There are two types of third party fundraisers that can be done for QMUNITY:

A group or individual can host an event and make QMUNITY the beneficiary of funds raised.

- Example: An individual or organization hosts a dinner party, concert or garage sale and gives QMUNITY a cheque for the net profits.

A group or individual can "piggyback" on an existing event, adding a third-party fundraising element, and donating the income produced from that element.

- Example: A company has an annual party and asks their employees to make a donation to QMUNITY.

4. Get Organized

Organizing a successful event can take some work and planning depending on the size. Have some friends or colleagues help you out (or create a small committee in the workplace). Recruit folks with different skills and experience who can help you.

5. Set the Date and Venue

Schedule your event for a day that gives you enough time to plan, invite folks and promote it. Make sure it's not competing with another event happening in your community or circle of friends and colleagues, and don't forget about holidays that occur throughout the year.

Booking your event in an accessible location is crucial. Make sure your site has all the amenities you need, at a price you can afford if you are renting a space. If you are planning an outdoor event always have a Plan B in case weather doesn't cooperate.

Also, be sure to look online to see if you need a license or agreement to use a public space.

QMUNITY rents our facilities to various groups and there are discounts for community members. You can find information on renting space on our website: [Rent Space at QMUNITY](#)

6. Set your Fundraising Goal and Budget

Set a fundraising goal for your event and plan how you expect to reach your goal. QMUNITY's Community Engagement team can help you think through this piece.

You may need to create a budget to manage all expenses like rental equipment, fees, decorations, etc. and estimate the potential income from your fundraising activities. Determining your budget will help you to decide whether your fundraising target is realistic. Remember to always monitor your expenses and plan a small amount as a contingency.

7. Do you Need a License?

Check with the local authorities to determine if you need any licenses and how long it takes to get them.

8. Donations and Tax Receipts

All donation cheques should be made out to:

QMUNITY
1170 Bute Street
Vancouver BC, V6E 1Z6

Some Canadian Revenue Agency conditions apply for issuing charitable tax receipts. No receipts are given for amounts paid for goods, services or for which a direct benefit is derived by the purchaser.

QMUNITY receipts cash donations that add up to \$25.00 or more in a single calendar year. Tax receipts are issued every January/February in the year following when the donation was made. Charitable tax receipts are distributed by email unless otherwise requested.

In order for participants to receive tax receipts, event organizers must send a clear and legible listing of donors, including full contact information and donation amounts, within 30 days of the event. QMUNITY can provide you with a simple pledge form to ensure the information needed is collected in accordance with Canada Revenue Agency guidelines.

QMUNITY has pre-made pledge forms for your use ensuring all the correct information is collected to ensure a tax receipt can be issued. [Contact us](#) for more information.

In the case of ticket purchases, you must indicate the value of any benefits received by the participant (e.g., food and drink, entertainment, gift bags, etc.), as this amount must be deducted from the full ticket price to determine the receiptable portion of the donation.

QMUNITY retains the right to review and approve all receipting decisions. QMUNITY also retains the right not to issue tax receipts.

For more information, please visit the Canada Revenue Agency [website](#).

9. After the Event

Now it's time to tally and submit the funds you raised to QMUNITY. Please do so within 30 days of your event.

Remember to thank those who helped make your event a success. When their efforts are recognized, they'll feel better about having contributed and will be more excited to help at your next fundraising event.

Don't forget to showcase your event by posting highlights and outcome of your event through social media. Pictures are always enjoyed and often passed onto others.

We want to hear from you! Please contact our [Community Engagement team](#) with

stories and photos of your event. There may also be the opportunity to set up a photo-op with the QMUNITY team.