

Special Event Fundraising Guidelines

Thank you for your interest in hosting an event in support of Frontier College and literacy! Community support is vital to our success and we recognize the efforts it takes to organize and host an event on our behalf.

We are eager to support you in planning your event. We have created special event fundraising guidelines to help you plan, promote and execute a successful event! We encourage you to read the following information carefully, and if you require further clarification please contact: **Jennifer Chow, Events Manager at jchow@frontiercollege.ca and 1-800-555-6523 ext. 242.**

- Frontier College can provide the following support once your event has been approved:
 - Guidance and expertise on event planning including checklists
 - Issue tax receipts as applicable
 - Promote your event on our Online Event Calendar, Web site, E-newsletter, Facebook and Twitter
 - Provide Frontier College name/logo for approved use
 - Limited supplies, such as brochures, magnets and other resources

- Frontier College cannot provide the following:
 - Frontier College respects the privacy of its donors. We cannot share our donor or sponsor lists.
 - Funding or reimbursement for event expenses
 - Guaranteed attendance of staff or volunteers at your event
 - Application for gaming and other licenses (i.e. raffles, liquor, insurance)
 - Prizes, auction items, awards

- Frontier College is permitted to issue tax receipts to individuals and companies that make a donation without receiving a benefit in return. We can issue tax receipts for financial donations of \$20 or more in the calendar year they are received. It is important you understand the rules about tax receipts before you plan and promote your event, to determine if tax receipt can be issued for your event. In adherence to Revenue Canada's guidelines, Frontier College cannot issue tax receipts for any of the following:
 - Purchase of raffle tickets
 - Event admission tickets
 - Green Fees
 - Live and Silent Auction items
 - In-kind goods donated to an event
 - Donated services for an event (i.e. entertainment, web site support)
 - Sponsorships
 - Gift certificates donated by the issuer of the certificate

- We can provide sponsors and other corporate contributors with a business gift letter that acknowledges their support and sponsors can then use to claim their sponsorship as a business expense.

Special Event Fundraising Guidelines cont'd

- Gaming and lotteries including bingos, 50/50 draws, raffles or games of chance often have special considerations that require permits. Please visit the [Alcohol and Gaming Commission of Ontario](http://www.ago.gov.on.ca) web site for more information.
- The event organizer is responsible to obtain all necessary permits, licenses and insurance for the event.
- Frontier College 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.
- We ask the event organizer to remit the proceeds from the event to Frontier College within 30 days of the event taking place in order to ensure proper stewardship of donors.
- We ask the event organizer to submit all publicity (i.e. posters, invitations, etc.) for the proposed event to Frontier College Foundation for approval prior to being printed or released.
- If the event is cancelled, please notify Frontier College at minimum of one day prior to the event.

To begin your event planning, we ask you to complete the **Frontier College Third Party Event Proposal Form** and submit it to:

Frontier College

Attn: Jennifer Chow, Events Manager

35 Jackes Avenue, Toronto, ON M4T 1E2

jchow@frontiercollege.ca

1-800-555-6523