

Nelson Food Cupboard Society

Third-Party Event Guidelines

Thank you for your interest in planning an event to benefit the Nelson Food Cupboard Society.

Funds raised from third-party events help support our mission to increase access to healthy food in a barrier-free manner and to host educational food skills programs. Food raised goes directly on our shelves. Third-party events also increase the public's awareness of our various programs, and promote community involvement in solutions to hunger.

There are many ways to raise funds from bake sales to barbecues, and performance events to merchandise sales. We are open to exploring all ideas with you.

Only third-party events that support our mission and genuinely benefit the Nelson Food Cupboard Society will be supported by the Nelson Food Cupboard Society. To enable us to support your event, please discuss it with the Nelson Food Cupboard Coordinator long in advance of the event.

The following guidelines define the support available from the Nelson Food Cupboard Society. If you have any questions, please call (250)354-1633 or email foodcupboard@shawbiz.ca.

Logos and Promotional Material

- The Nelson Food Cupboard Society reserves the right to review and approve all promotional materials prior to production or distribution. This is to ensure our mission, values and programs are clearly represented.
- The Nelson Food Cupboard logo must be used appropriately and must not be altered in any way.
- Any promotional materials must clearly state that your event is raising funds for the Nelson Food Cupboard Society, and must specify whether full or partial proceeds will be donated.
- When discussing your involvement with the event, you must make it clear you are fundraising in support of the Nelson Food Cupboard Society and that you do not represent the Nelson Food Cupboard Society.
- Where appropriate, we can provide you with our own promotional literature, but we require advance notice to do so.
- The Nelson Food Cupboard Society may promote the event through:
 - Our website
 - Our seasonal newsletter
 - Social media

Tax Receipts

The Nelson Food Cupboard Society is happy to provide tax receipts, where applicable, under the laws of the Canada Revenue Agency, for amounts of \$20 or higher, as long as the following information is provided:

- All contact information of the donor, including full name and address, and phone number.
- Donation amount
- Method of payment
- Tax receipts can only be issued for donations in which nothing was given in return (service, product, auctions, raffles).
- Charitable tax receipts must only be issued to the person who made the donation and whose name is on the cheque.
- The Nelson Food Cupboard Society will issue tax receipts within four weeks of receiving the donation. Please inform your donors of this timeline and take into account the period of time that you will hold their donations prior to submitting them to the Nelson Food Cupboard Society in the total processing time they should expect before receiving their tax receipt.

Nelson Food Cupboard Representation at the Event

- The Nelson Food Cupboard Society cannot guarantee that a representative will attend your event.
- Representation at events will be considered on a case-by-case basis, and will be communicated clearly to the event coordinator.

Legalities

All third-party event organizers must ensure their event is held in accordance with municipal, provincial and federal laws. This especially pertains to liquor licenses and raffle/lottery/gaming licenses.

How to Donate the Money After the Event

- All monies raised from a third-party event must be remitted within 30 days of the event.
- Please send money to the Nelson Food Cupboard Society, 602 Silica Street, Nelson BC, V1L 4N1.

What the Nelson Food Cupboard Society can do for you:

- Offer event planning advice and press release editing.
- Provide limited existing Nelson Food Cupboard Society promotional and educational materials
- Provide the Nelson Food Cupboard Society logo for use on promotional materials.

What the Nelson Food Cupboard Society cannot be expected to do:

- The Nelson Food Cupboard Society is not always able to provide volunteers prior to or on the day of the event.
- The Nelson Food Cupboard Society is not always able to sell tickets, coupons or raffles for third-party events. The Nelson Food Cupboard Society will not fundraise for any third-party event.
- The Nelson Food Cupboard Society is unable to finance any expenses related to a third-party event, or assume responsibility for any debts or other liabilities incurred.

- The Nelson Food Cupboard is unable to be responsible for the planning, coordination and execution of any third-party event.