

## Tips for Hosting an In-Person Fundraiser

### Choose a venue

Take some time to find an appropriate setting for your event. Be sure to get the proper approvals and permissions if using a public space or an outside venue.

### Create a budget

As a community event organizer, who is fundraising on behalf of St. Paul's Foundation, you're asked to adhere to the following best practices when handling your event's finances.

- Take time to organize a budget and take all the costs associated with putting on the event into consideration. Sponsorship and in-kind donations will cover some of these costs but often not all of them.
- St. Paul's Foundation does not reimburse any event costs so please factor this in when paying for out-of-pocket expenses.
- A responsible percentage of the gross revenues from all fundraising events should be directed to St. Paul's Foundation. As a guide, we recommend that total expenses related to promotion and event overhead do not exceed 40% of gross revenues.
- St. Paul's Foundation does not cover the insurance, licensing, or permits for your event. Some events may require event insurance, so please make sure you have considered this when budgeting for your event.
- In order to keep administrative costs down, we ask that cash be submitted in the form of one cheque (payable to St. Paul's Foundation) and includes all relevant information, name, and date of the event, along with a list of donors who require tax receipts (if applicable). See [Tax Receipt Guidelines](#) for more information.

In order to process donations, we ask that funds be submitted no later than 30 days post event. If you are unable to do this, please inform your contact at St. Paul's Foundation.

### Do you need volunteers?

Think of what roles and tasks you could use help with and recruit friends and family to help you. This could be as simple as asking a friend to help spread the word or to help you organize your fundraiser.

### Hosting a raffle?

The BC Government's Gaming Branch requires you to apply for a license if you are including a raffle or any kind of gaming activity at your event. For further details, please visit the [BC Gaming Policy and Enforcement Branch website](#).

Please let us know if you are planning to host a raffle to raise funds, we can provide you with some information needed for your gaming licence application.

### Event materials

Identify what promotional materials will need to be created. If you are selling tickets, will they be custom designed tickets? Will you need a promotional poster? Or an image that can be shared online? Will you need forms for collecting cash/cheque donations at your event?

All your promotional materials should inform donors that the event is hosted by you, in support of St. Paul's Foundation. This will ensure that you receive the credit for all your hard work!

We're happy to provide you with a **Fundraising Together "In support of St. Paul's Foundation" logo** for use on your community fundraising marketing and promotional materials. Please reach out to Amanda by email at [aoldershaw@providencehealth.bc.ca](mailto:aoldershaw@providencehealth.bc.ca) if you require the logo files. We'll also supply some guidelines for its use.

Please share your promotional materials with us for review before they are made public. Please allow three business days for our team to review and get back to you.

**Hot Tip:** *Need a Video?* If you would like to add videos as part of your event and you have the digital access to do so at your venue, reach out to us and we could provide some of our amazing videos you can share with your audience.

### Ask your community for help

Ask individuals and local companies if they're willing to donate supplies or offer discounts for your event materials. Securing cash sponsors for your event is also a great way to cover costs, while recognizing and promoting caring companies in your community.

**Please note:** *Sponsorships and/or in-kind donations do not qualify to receive a tax receipt, because companies are receiving a benefit (marketing exposure) in exchange for their support.*

Contact St. Paul's Foundation to receive an official letter of support for your event, which can help encourage support for your hard work.

### Reach out to your supporters

Make sure you reach out to your supporters repeatedly by email in the lead up to your fundraiser. It can take a few reminders to encourage people to participate or give, so be prepared to send multiple messages via email, text, or social media. Make sure they know how much their support matters and ask them to help you spread the word!



IN SUPPORT OF  
**STpaul's**  
FOUNDATION

### On event day

Take lots of photos and share them on social media. Don't forget to follow and tag *@helpstpauls* so we can like and share too! Engage and challenge your supporters to do the same and help amplify your event. This could help increase your donations. A little friendly competition within your fundraiser can be a great way to create a sense of play and camaraderie.

Keep track of all your offline donors who would like a tax receipt for their donation over \$20. We have donation forms that can be used for individuals to complete themselves, or we can provide a pledge form to collect all the necessary information if you are collecting donations in cash at a table or booth. Please collect the donor's full name, mailing address, donation amount and date of the gift. Entry fees to events, silent auction purchases, and raffle tickets are not eligible for tax receipts.

Note: If you have an online donation page, all donors who give online will automatically receive a tax receipt via email.

Most importantly, have fun!

### Post event

Thank your event participants and supporters by sending them an email or a card sharing the total amount raised and express your appreciation for their support.

Please submit the proceeds of your event to St. Paul's Foundation within 2-4 weeks of your event date. Please clearly identify your event name on anything that is sent via mail to our office. Check with us if you have any questions.

Cheques can be sent in the mail to:

St. Paul's Foundation  
178-1081 Burrard Street  
Vancouver, BC V6Z 1Y6