



I WANT TO RUN AN EVENT FOR CAMP TRILLIUM... WHAT DO I DO?

Thank you for selecting Camp Trillium as the charity of choice for your fundraising event. All of our funds are raised through donations and events throughout the province. It is these donations and events that ensure we can afford to bring children living with cancer and their families to camp.

Camp Trillium has the following guidelines for fundraising events that will ensure your event runs more smoothly and so that both parties are aware of each others responsibilities.

Responsibilities of the Event Organizers

- Let us know the details (who, what, where, why, when and how) of your event. This way if phone calls come into the office from the media, donors or volunteers we will be able to answer their questions. The contact person for fundraising events is Fiona Fisher, Director of Fundraising. You can contact her at **1-888-999-CAMP ext.24**.
- A written outline needs to be forwarded to Camp Trillium in advance of the event to obtain approval. Please note that if you need a Camp Trillium representative present and we will do our best to accommodate your request as we have limited staff resources. The outline can be faxed to **(905) 527-5314**, or e-mailed to **fionaf@camptrillium.com**.
- When publicizing your event you will need to utilize Camp Trillium's charitable number. Our business number is 13159 9060 RR0001.
- At the event please make sure you articulate the mission of Camp Trillium. We are an organization that provides year round programs for children living with cancer and their families. Our province-wide programs include fall, winter, spring and summer camps, day camp, teen, youth and preschool groups, Trillium-in-the-Community (matching campers with volunteers close to home) and many more. There is no cost to the families, but many chose to make donations. We do not receive government funding.
- **Funds and tax receipting information must be received by the Camp Trillium office within 30 days of your event with the proper forms completed.**

Camp Trillium Can Provide the Following

- Promotional materials are available from Camp Trillium. These materials include: brochures, newsletters, yearbooks, a video, slides, and a display board. If you need any of these materials please let us know.
- A letter of support to verify authenticity of your event, valid until the completion of the event.
- A Camp Trillium representative if possible

Use of Camp Trillium Name and Logo

- Camp Trillium has the right at any time and for any reason to request in writing that the organizers no longer use the name Camp Trillium in conjunction with their event.
- Camp Trillium prior to its release and/or print must approve all publicity material for the event.
- The Camp Trillium logo may only be used after written permission has been granted and may only be used until the completion of the event.

Tax Receipting

- Please make yourself aware of the Canada Revenue Agency's (CRA) receipting policies for charities.
www.cra-arc.gc.ca/tax/charities/menu-e.html
- All money donations over ten dollars can be tax receipted. We accept Visa, Master Card, cheques, cash and money orders.
- If you have a large number of donations to process from your event please make sure that all money is sent with a list of donors. Please do not send them separately, as we must account for all money and receipts at the same time. For example if you are sending a cheque for \$16,000 and this is the result of 100 donors we need you to send the following information for each donor:
Name Complete Address Phone Number Amount
A form can be provided for this information to be gathered. We will also need the contact person for your organization listed on the \$16,000 cheque so that you get proper recognition for organizing the event.
- A Camp Trillium Event Receipting Form must be completed prior to the issuing of any receipts to your event in order to ensure the proper amount is receipted.
- Please note that all receipts from cheques are held for thirty days to make sure there are no problems with the processing.

Tax Receipts NOT Issued For:

- The purchase of admission, raffle items, gift certificates etc.
- Goods donated to your event
- Services such as lawn care, labour, entertainment etc.
- Sponsorship of your event. This includes hole sponsors of a golf tournament

Note: In general contributions of goods are eligible; contributions of services are not

If you have any further questions or concerns please do not hesitate to contact Fiona Fisher, Director of Fundraising. Thank you for choosing to support Camp Trillium. We look forward to working with you.



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