



PLAN YOUR EVENT



Welcome

Thank you for joining us in serving more children in the Ottawa community. Since 1923, BGC Ottawa has provided a safe place for children and youth through our after-school, weekend and summer programs. Members enjoy **FREE** quality research-backed and impact-based programs like Homework Club, Sports & Leadership League and Leaders4Life when they come into our Clubhouses. We can only offer our programs for free because of generous community support and events like yours.

How your event makes a difference

BGC Ottawa programs are based on four programming pillars – **Education, Physical Activity/Healthy lifestyle, Leadership and Social Skills and Creative Arts** – that have been proven to change the lives of many children and youth. These pillars provide quality, engaging and accessible programs that positively shape the futures of Members. By offering programs and services at no cost, Members can focus on learning and working hard on the things that interest them the most.

Donations given to BGC Ottawa go directly to serving an average of 5,000 children and youth per year. BGC Ottawa is located in 19 different neighbourhoods across the city.

Hosting your event

Fundraising is a great way to support and donate to BGC Ottawa.

Here are a few ways you can fundraise for us:

- Celebrate your birthdays, Retirement Party and Anniversaries with us. Ask your family and friends to donate to BGC Ottawa in lieu of gifts.
- Barbeque, Spring Sale or a Street Party.
- You can host a Gala, Live shows or Festivals.
- Golf Tournaments, other sporting events, and more

How we can support you

As you plan your event, we are here to answer any of your questions or concerns. Please email as at apremachuk@bgcottawa.org
You can also call us at 1-888-824-0183 x 1224

What we can do:

- Speakers available by request.
- Offer the use of our logo and name.
- Promotions on our social media platforms and website.
- Issue tax receipts in accordance with CRA regulations.
- Online fundraising page through CanadaHelps.
- Brochures, flyers and banners for the event.
- Donation and pledge forms.

Guidelines for your event

- Tax Receipt will be issued to donors who give a \$20 or more donation. Sponsorship fees, Fair Market Value tickets/donations, auction items and raffle tickets will not be tax receipted. BGC Ottawa can offer split receipting and charitable receipts in some circumstances.
- learn more about tax receipts and CRA guidelines at canada.ca/charities-giving.
- Name & Logo: Kindly contact us if you want to use our logo or name.



Planning your event

1

Starter Pack

- Type of event e.g. barbeque or birthday party.
- Find the Date and Time.
- Venue.
- Participants/Attendees.

2

Promote your event

Nowadays, its easy to share your event through social media and word of mouth. There are a lot of ways you can be creative when trying to promote your event.

Facebook and Instagram are the most popular places where our fundraisers promote their events. Tag us @bgcottawa on social media.

3

Consider working as a group

Why not join forces with like-minded people for your event? It can be a great experience to share resources, contacts and budget when you work as a group to make your event even more successful.

4

Safety is key

Consider who your participants will be and where you will be having your event. It's important to try to keep everyone safe and happy.

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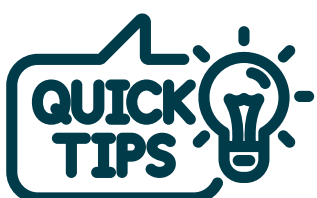
Helping hands

Depending on the type and size of your event, you may need to recruit volunteers. It's helpful to have volunteers at events that run up numbers of 300-500 attendees. Aside from close family and friends, you can use social media, as a tool to find volunteers.

6

Remember to say Thank You

Once you event is over and you have been able to catch your breath, remember to send an email or a card to the people who helped make your event successful. This includes your sponsors, family, friends, voulunteers and attendees.



- Local businesses are a great place to start when you're considering support for your event. Support in the form of food, equipment and tents can go a long way when you're on a budget.
- On the day of your event, make two check lists-one to check off what you brought to the location and the other to account for the things that need to be taken back after your event.