



Pregnancy Care
Centre

Third Party Fundraising Package

Thank you for your interest in hosting a third-party fundraising event in support of the Pregnancy Care Centre. Please read the following information to ensure you can comply with the requirements.

Q What is a third-party fundraising event/initiative?

A. An independent event or initiative organized by an individual, community group or company. All events must be compatible with our vision and mission.

Q. How do I obtain approval for my event?

A. : Approval is based on the type, theme and financial viability of the event. The Pregnancy Care Centre (PCC) reserves the right to withhold the use of our name and logo from any event we feel does not support our vision and mission.

The PCC must approve all promotional/advertising copy featuring the PCC name and logo. Please note we do not create specific promotional material for your event/initiative. When you create your own poster or promotional items, please send it to Little for approval so we can help you check against our guidelines before you display or distribute it. All promotional material must indicate that that your event is “in support” of The Pregnancy Care Centre so it is not to be confused with an official Pregnancy Care Centre event.

Once you have a final version of your event promotions (i.e. Facebook event, poster, link out on a website) please send this over to us, so we can help promote via our website and social media sites. We will only post your event on our website or social media site at our discretion.

Q. Do I need insurance and licenses to host my event?

A. If you're holding your event on public property, you may require public liability insurance. Be sure to check with your event venue or municipality to make sure you're covered. The PCC does not provide insurance coverage for any Third-Party Event, nor will we assume any legal or financial responsibility relating to the fundraising event or Event Organizer. The Event Organizer must provide proof of insurance, if requested.

Q. Can I use the PCC Staff and volunteers for my event?

A. : The Event Organizers are to provide their own staffing and recruitment of volunteers for their event. (Our small but mighty staff is quite busy and unable to promote or attend your event unless otherwise agreed to.)

Q. Will The PCC provide Speakers?

A. PCC representatives may attend your event to speak about the PCC at our discretion and depending on the size and date of your event. We will do our best to accommodate your request. Please let us know with two weeks advance notice if you will require a speaker at your event.



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Q. Will Tax Receipts be provided for donations? A tax receipt is given to people who make a personal donation to a registered charity. The PCC can issue official income tax receipts in accordance with the guidelines set by the Canada Revenue Agency. The donation must be made directly to The Outreach for Life Association (e.g.: writing their cheques out to the Outreach for Life Association) and without personal return. **Monetary donations of \$25.00 or more are eligible for receipts.** We do not provide receipts for in kind donations.

Please note that we require the following information to properly process a tax receipt: Donor's Name, Donor's Address (including postal code), Donor's Telephone Number, Amount of Donation. Tax receipts are processed by The PCC after the event organizer remits the funds, and the full donor information. Processing tax receipts takes 4-6 weeks after the donation has been received through the PCC office.

Our Donation Policy indicates that the PCC will decline any donation that arises in whole or in part from activities that appear to violate federal, provincial or municipal laws or that appear to not align with our mission, vision, or values. The PCC will not accept any support that implies or requires an endorsement of products.

Acknowledgements of corporate support will be limited to the company's names, logos, or slogans that are an established part of the supporters' identities, trade names, addresses and telephone numbers.

Thank you for your interest in supporting the Pregnancy Care Centre. We look forward in partnering with you to change lives.



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The Pregnancy Care Centre 3rd Party Fundraising Agreement

Thank you for your interest in hosting an event or initiative in support of the Pregnancy Care Centre.

Please complete the following form, so we are able to endorse your event or initiative and the use of our name and logo. Once approved, the Pregnancy Care Centre will send you our logo, messaging, posters, donation information and other resources to help make your event/initiative in support of us successful.

We are here to help! If you have any questions along the way; please email Trish@pregnancycarecentre.ca

* Required

Contact Name *

Email Address *

Phone Number *

Mailing Address WITH City and Postal Code *

Tell us about your idea to fundraise for the Pregnancy Care Centre *

Date of event/initiative *

Name AND Address of Location where the event will be held. *

Estimated donation to the Pregnancy Care Centre:

How will your event/initiative be promoted?

Let's connect online. Please provide your website and any social media handles for us to help you promote your event/initiative.

Would you like us to set up an online donation page for your event? If yes, we will need text for the page, images, and a fundraising goal. Our team will work with you to get this all set up once your initiative is approved.



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Additional comments or questions

I have read through the Pregnancy Care Centre Third Party Fundraising Kit found on the Pregnancy Care Centre website [https:// https://www.pregnancycarecentre.ca/ third-party-fundraisers/](https://www.pregnancycarecentre.ca/third-party-fundraisers/)

I understand and agree to all of the Pregnancy Care Centre policies and procedures regarding Third Party events

Name

Date
