



# COMMUNITY EVENTS HANDBOOK

# ABLE2 Community Events

Thank you for your interest in hosting an event to support ABLE2! By supporting us you are really helping the most vulnerable members of our communities, those living with a disability. By volunteering your time and energy to raise funds, YOU are making a difference!

## **About ABLE2**

ABLE2 is a small but powerful charity with a big purpose. We are the only organization in Ottawa that supports people of all ages across the disability spectrum and their families to live life as valued members of our city.

By the year 2050, Canadian seniors and people living with disabilities will have the highest rate of poor physical and mental health outcomes than any other demographic (Mental Health Commission of Canada [MHCC], 2020; Whalen, 2013). Social isolation, depression and loneliness are negatively impacting the mental and physical well-being of seniors and people living with a disability. ABLE2's programs tackle the basic human need for social connections.

Vision: An inclusive community where all people are seen as able, important and valued.

Mission: We work with partners to provide the tools, choices and connections that empower people with disabilities to build lives of meaning and joy.

We have several programs that support our community:

- Matching Program
- Fetal Alcohol Resource Program
- Family Support & Planning Services

## **What are considered community/third-party events?**

Community or Third-Party Events are organized by community groups (e.g., schools, churches, social groups, corporations, etc.) to help raise funds necessary for ABLE2 to operate our programs. A third-party event is any activity by a non-affiliated group or individual where ABLE2 has no financial responsibility and little or no staff involvement. However, we are happy to provide you with this toolkit and support you to help your event be successful.

## **Third Party Event Ideas**

Looking for ideas? Consider this list of events, but feel free to exercise your creativity, only you know your strengths, interests and resources! Leverage your existing interests and networks and its sure to be a success.

Auction	Concert/Play	Monthly Giving Campaign
Arts & Crafts Sale/Show	Concession stand	Pet Wash
Balloon Pop	Craft Sale	Pledge Events
Battle of the Bands	Date Auction	Photo Outing
Benefit Dinner	Dinner Party	Proceeds from Sales
BBQ	Donations in lieu of Gifts	Raffle
Bingo Night	Face Painting	Run/Walk/Ride
Book Sale	Fashion Party	Scavenger Hunt
Bowling Tournament	Fishing Derby	Sporting Events
Casino Night	Flower Sale	Ticketed Event
Cocktails for a Cause	Garage Sale	Traditional Gala
Car Wash	Golf Tournament	Work Department Challenge
Carnival/Festival	Grand Opening	Work Event

## Keys to Success

Anyone who has run an event knows that they do not come together overnight - at least the successful events don't! They take hard work, detailed planning and lots of energy from many individuals. Whether your event is big or small, they all require a few key ingredients to get started:

### **Follow the Steps:**

Step 1: Choose your event idea.

Step 2: Pick a date, time and venue for your event.

Step 3: Assemble a team, the bigger the better.

Step 4: Create a budget.

Step 5: Create a work plan.

Step 5: Promote, promote, promote!

## **The Idea**

What kind of event do you want to hold? This can range from a big organized festival, to an intimate group of friends. Choose something you're already passionate about and it will come easy. Friends and family are a key ingredient both as guests and co-planners (even the planning can be fun!). Make sure you are focused and have a strong idea, and that it is communicated to any partners or stakeholders. An event with too many focuses will lack impact and an event without enough focus will seem unintentional. Once you have your big idea, hold on to it and drive it home.

## **Budget**

When considering your budget, it is crucial to be honest with yourself, dream big but be realistic with your plans. Where is your revenue coming from? What are your low and high estimates for revenue? How much are estimated expenses? How much money are you looking to raise and how do you intend on reaching that goal? Once you have your budget, refer to it and update it often to ensure you're on track!

## **Venue and Date**

Do you want an intimate function with family and friends? Perhaps a company golf tournament in the spring? Or a concert with the whole city? Knowing what kind of event you'd like to have, how many guests you'd like to invite and setting a date, are all vital early on. Without a date and venue, you cannot move forward with any other bookings. Venues are also where you will spend a lot of your money, and they are generally harder to book if you want to hold your event during the busy summer months. Make sure the venue you choose is reputable, has great food (if you are eating) and is within your budget. Tip: Ask for non-profit rates, as some venues will give a discounted rate if the event is for charity. We can help here by providing a letter explaining that you are organizing an event to raise funds for ABLE2.

## **Promote, Promote, Promote!**

Marketing is one of the most important parts of planning an event. Even if you're just planning with friends make sure everyone knows the date and time well in advance! Use free resources like your social media to get the word out.

Let us know about your event and we will help!

# Guidelines:

1. Any organization/group seeking to use the ABLE2 name or logo on any materials, including advertising, must receive approval from ABLE2.
2. ABLE2 encourages fundraising events that are compatible with our vision and mission. Prior approval to hold a third-party event is required. Approval is based on the type, theme and financial viability of the event. ABLE2 reserves the right to withhold the use of its name and logo from any event, initiative, promotion, performance, or presentation if deemed inappropriate or outside our values.
3. To conduct a fundraising event, we ask that you complete and send in the third-party Application Form at least 15 days prior to your event.
4. All promotional materials must state that your event is “in support” of ABLE2 and is not a ABLE2 official event.
5. The third-party organizer is responsible for meeting all municipal/provincial or deferral standards and fulfill all legal authorization(s), permit(s), license(s), precaution(s) and/or general liability insurance required to organize the event. ABLE2 must not be party to any liability coverage without prior knowledge and/or approval. ABLE2 accepts no legal responsibility and cannot be held liable for any risk, injury or otherwise.
6. ABLE2 agrees to provide the sponsoring organization/group with appropriate recognition as outlined in our Donor Recognition Policy.
7. The third-party event organizer will be held responsible for all costs related to the event and will handle all monies until the official donation is submitted to ABLE2. Event expenses are to be deducted before sending proceeds to ABLE2. ABLE2 shall incur no costs unless otherwise agreed to in writing prior to the event or promotion.
8. When tax receipts are requested, the third-party event organizer is responsible for collecting the names, addresses and contact information of all donors, and is required to give the appropriate materials to ABLE2 within 30 days of the conclusion of the event.
9. ABLE2 issues official income tax receipts in accordance with the Canada Revenue Agency guidelines and our Tax Receipting Policy.
10. Involvement of ABLE2 staff and volunteers will be at our discretion and will be based on availability, location and the nature of the event.
11. The third-party event organizer agrees to ensure that all materials borrowed are returned promptly and in the same condition they were received. The organizer agrees to accept responsibility for damage or loss of materials borrowed from ABLE2.
12. ABLE2 will not be responsible for mailing materials to attendees/participants or volunteers, other than the mailing of applicable tax receipts.
13. By publicly naming ABLE2 as the beneficiary of your initiative, you are required to donate the net proceeds to us within 30 days of the event completion.

# Tax Receipting

ABLE2 adheres to the Canada Revenue Agency (CRA) Guidelines Income Tax Act when issuing charitable tax receipts. To learn more about charitable tax receipts, please visit <http://cra-arc.gc.ca>. Issuing inappropriate charitable tax receipts can put our charitable status in jeopardy.

## **Under CRA guidelines, a “gift” is a:**

Voluntary Transfer of Property with a conscious desire to make a gift (as distinguished from giving something for nothing by mistake or under pressure).

- Voluntary – given of free will (not compelled, not court ordered, etc.)
- Transfer – from donor to charity/qualified done (complete transfer)
- Property – cash or gifts in kind (not services)

## **ABLE2 will provide a tax receipt for the following:**

- Direct personal or corporate donations of \$20 or over (unless otherwise requested by donor).
- In-kind donations where fair market value is easily determined.
  - Tickets (sporting events, theatre, ballet, etc.) where the value is either noted on the ticket or a payment receipt is provided.
- Gifts of artwork provided the artwork has been appraised by a third-party appraiser – appraisal must be included with the donation.
- Gifts of shares.
- Bequests.
- Life insurance premiums.
- Monthly donations (donor will receive one cumulative income tax receipt at the end of the calendar year).

## **ABLE2 cannot provide a tax receipt for the following:**

- Gifts of promises or pledges (i.e., gift certificates donated by the issuer, hotel accommodation).
- Payment of basic fee for an event.
- Gifts where the value or benefit of the donation cannot be determined.
- Lottery or raffle tickets.
- Funds or gift in kind is from another qualified donor (gifts from other registered charities, or non-profit organizations).
- For funds that are not destined for ABLE2.
- Name of true donor(s) cannot be determined (for example, bottle collection from several parties, donation bins, etc.) – one person cannot benefit from gifts made by multiple donors.
- Court ordered donations (donations made as a condition of parole).
- Gifts intended for another organization.
- Sponsorships.

# Frequently Asked Questions

## **Will ABLE2 help organize events?**

ABLE2 cannot commit staff to help organize third party events. ABLE2 is happy to offer guidance and promote your event encouraging our vast volunteer base to help you. We have created this *Community Event Handbook* to help you start planning your event.

## **Is ABLE2 able to support any third-party event expenses?**

It is the responsibility of the event organizers to create a budget and manage it accordingly for all expenses. Special requests may be considered if submitted alongside a budget with strong justification.

## **Can ABLE2 provide volunteers for a third-party event?**

It is the responsibility of the event organizers to recruit, train and manage all volunteers. ABLE2 can put out a call to volunteers.

## **Can ABLE2 provide sponsorship contacts to support third-party events?**

ABLE2 cannot solicit sponsors or provide sponsor/donor lists for third-party events. It is the responsibility of the event organizer to request support from individuals or businesses to underwrite costs.

## **Who is responsible for all liability and legal risks associated with my event?**

ABLE2 will not be responsible for any damage or accidents to any persons or property; we will not assume any legal or financial liability caused before, during or after the event. Depending upon the nature of the third-party event, the organizer may be required by ABLE2 to submit proof of general liability insurance in the amount of \$1,000,000 or such other amount which covers any damage or accidents to persons or property arising out of the third-party event. In this case ABLE2 will need to see your budget.

## **Will ABLE2 help promote third party events?**

Yes, we will post it on the events section of our website as well as our social media accounts. Any additional promotion is up to the event organizers. All publicity for the proposed event must be approved by ABLE2 prior to being printed and/or released, including: web content, press releases, and printed materials. Please forward all content for approval a minimum of 10 days in advance of release to ABLE2's communication team at [events@able2.org](mailto:events@able2.org).

## **How do I send the proceeds of my event to ABLE2?**

Funds raised by a third-party event should be made payable and turned into ABLE2 no later than 30 days after the event. It is preferred that all funds raised are deposited into one account and a cumulative cheque or e-transfer is sent to ABLE2. Your ABLE2 contact will reach out to you no later than three days after your event to secure payment.

## **Can I use the ABLE2 logo and how do I get it?**

Yes, please complete the *Third-Party Event Application Form*.

## **If I have a silent auction at my event, how do I get items for the auction?**

It is the responsibility of the event organizer to solicit for prizes to support your event. We can provide a letter from ABLE2 authenticating your event to support your solicitation efforts. If you require a letter from ABLE2 authenticating your event, please email your request to [events@cable2.org](mailto:events@cable2.org).

# ABLE2 Donor Tracking Sheet

Donor's Name	Address	City	Postal Code	Email	Telephone	Receipt Y/N	Amount
Jane Doe	123 Sample Ave.	Ottawa	A1B 2C3	<a href="mailto:Jdoe@gmail.com">Jdoe@gmail.com</a>	613-123-4567	Y	\$20
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							

*Thank you for your generous support!*



# Thank you for your support!



**ABLE2**

**312 Parkdale Ave**

**Ottawa, On. K1Y 4X5**

**[events@able2.org](mailto:events@able2.org)**

**613-761-9522**

**ABLE2**

# Third-Party Event Application Form

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location (Address/Facility/City): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Fundraising Goal: \_\_\_\_\_ Expected Number of Attendees: \_\_\_\_\_

How will you advertise: \_\_\_\_\_

Description: \_\_\_\_\_

Would you like a ABLE2 representative to attend the event (circle one)? Yes / No

If yes, what involvement will they have? **Please note this is subject to availability.**

Speech     Cheque Presentation     Handling Money     Other: \_\_\_\_\_

Additional details: \_\_\_\_\_

Would you like to use the ABLE2 logo on your event promotional material? If Yes, it will be emailed to you at the above email address: Yes / No

## ACKNOWLEDGMENTS

I acknowledge that ABLE2 reserves the right to withdraw its name from the event at any time. I acknowledge that I have read and understand the information contained in the ABLE2 Third Party Event Toolkit and will adhere to all of ABLE2 Fundraising Guidelines.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ABLE2 Staff Name

\_\_\_\_\_  
ABLE2 Staff Signature

\_\_\_\_\_  
Date

EVENT NAME:  
 EVENT DATE:  
 ORGANIZER NAME:  
 CONTACT EMAIL:  
 CONTACT PHONE NUMBER:

EVENT BUDGET SHEET			
INCOME			
<i>Item (e.g. donations, ticket sales, etc.)</i>	<i>Estimated Quantity</i>	<i>Estimated Income</i>	<i>Actual Income</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
TOTAL INCOME:			
EXPENSES			
<i>Item (e.g. venue rental, food, fees, etc.)</i>	<i>Estimated Quantity</i>	<i>Estimated Expenses</i>	<i>Actual Expenses</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
TOTAL EXPENSES:			
NET INCOME (TOTAL INCOME - TOTAL EXPENSES):			

Return form and projected budget to [events@able2.org](mailto:events@able2.org)