



TB Vets Charitable Foundation
EVENT GUIDELINES



Thank you for making a difference.

Thank you for your interest in hosting a special event in support of TB Vets Charitable Foundation!

This package should answer most of your questions. If you need more information, or you would like to contact one of our staff about your event plans, please email information@tbvets.org, or call our office at **604.874.5626 / 1.888.874.5626** (toll-free).

OUR MISSION / VISION

BC's frontline is equipped for every situation where immediate respiratory care is required

OUR STORY

For over 75 years TB Vets has provided mission-critical funding to help British Columbians suffering from respiratory emergencies and illness. From the battlefields of World War II to fighting respiratory illnesses upon their return, our BC Veterans embraced the meaning of compassion. They took a holistic approach with their vision of serving disabled and inflicted Veterans, giving meaningful employment while providing a community service to British Columbians.

Through the creation of the TB Vets Key Tag (lost- found-return program) and the subsequent TB Vets Charitable Foundation, Veterans and the disabled manufactured these key tags and offered them as a free community service. Over time as donations from the key tags grew, our Veterans reached further out into the community, and began supporting respiratory research, education and support programs for respiratory care.

This philanthropic legacy is woven into the tapestry of BC's heritage. Today, TB Vets Charitable Foundation is the leading respiratory charity in British Columbia. From the newborn ICU at BC Women's Hospital, to advanced life-support via helicopter, your generosity helps us arm urban and rural BC communities every day.

TB Vets Charitable Foundation is a (CRA) Canadian Registered Charity; #87416 1482 RR0001

WHAT IS A THIRD-PARTY EVENT?

It is a great way for individuals and groups to support TB Vets. These initiatives take on a variety of forms and are only limited by your imagination (from a silent auction, to a sports tournament, to sponsoring an “activity”-a-thon, hosting a casual dinner party, a community garage sale, to a concert... the list is endless.) Basically a third party event where you use your creativity to help TB Vets raise donations.

↑ 2x

DOUBLE YOUR FUNDRAISING EFFORTS!

Before you start coordinating your event, check to see if your employer has a “**matching gift**” program. Many employers sponsor matching gifts and will match any charitable contributions made by employees!



TB Vets takes pride in its good reputation in the community. We need to ensure that all fundraising events are aligned with our mission. For this reason, **prior approval to hold a third party event is required**. Please refer to the succeeding FAQ page of this material for more information.

STEPS FOR A SUCCESSFUL FUNDRAISER //

We all know that events don't come together the night before (at least the successful events don't!). They take hard work, planning and lots of energy from many talented partners. Here are some simple planning steps.

Pre-Event

1

TYPE OF EVENT

Will this be a sports tournament, gala or something else?

2

SUPPORT

Create a team and determine roles for each person. Does your event require sponsorship support, either monetarily, venue or in-kind?

3

TIMELINE

Detail what has to get done and by when, then assign each item to a person on your team. Follow up with the team and offer help as needed.

4

REGISTRATION

Send in the completed forms to TB Vets by email at, information@tbvets.com or bring them into our office at 1410 Kootenay St. Vancouver.

Check with the community where your event will take place if you require any permits, and see if you are able to register your event on their community events page.

5

PUBLICITY

Once TB Vets has approved your application and all promotional materials have been signed off, use free media sources such as Facebook, to publicize your event. Engage your friends to be a major supporter by sharing the event information with their friends. Print posters to place in local businesses and of course, if you have any media contacts - now is the time to use them!

During the Event

6

TRACK

Keep track of all ticket sales and donations, donors and payment types/amounts. (Request the Toolkit if you desire examples forms and guidelines.)

7

EVALUATE / GET FEEDBACK

Ask participants during the event what they enjoyed or didn't. This feedback is invaluable when planning for next year!

Have a support team meeting after the event to understand as organizers what worked well and what could be adjusted.

Post-Event

8

REMIT

Bring in the total donation to our office or mail a cheque to
TB Vets Charitable Foundation
1410 Kootenay St. Vancouver, BC V5K 4R1.

9

THANK! SHARE! CELEBRATE!

Make sure to thank all your volunteers, share your achievement on social media and celebrate an event well done!

FREQUENTLY ASKED QUESTIONS

Can I designate the area I would like the funds to go to?

Yes! You can decide on a specific area that you would like the funds to go toward. Please talk to one of our staff in advance.

Will TB Vets Charitable Foundation help cover expenses incurred?

TB Vets is unable to accept any financial responsibility or liability for your event, nor are we able to provide any insurance. Event expenses, event insurance and any permits or licenses are the responsibility of the event organizer. Please note that event expenses may not be extracted from any tax receiptable donations that you collect.

Can you provide tax receipts for the people who contribute to my event?

We must follow CRA rules for registered charities. Please check our Tax Receipt Information section for more information. <http://cra-arc.gc.ca>

Can I use the Foundation's logo on marketing materials for my event?

Yes. We can provide you with a logo and other brand guidelines. However, your event must be approved by TB Vets Charitable Foundation before you are permitted to use the logo.

Can we have a list of your donors or TB Vets staff who might be interested in our event?

TB Vets Charitable Foundation follows strict privacy guidelines to protect the confidentiality of our donors and staff, so we are unable to provide contact lists to anyone.

Are there any restrictions to the type of events we could hold?

TB Vets Charitable Foundation's fundraising activities are conducted in keeping with our core values and mission. Prospective community events must also be compatible with our values and mission. We do not participate in any event deemed in conflict with our values. This includes door to door solicitations, and activities that could be perceived as being offensive, discriminatory, or detrimental to health and well-being.

Will you send a representative to my event and/or provide volunteers?

We thank all community members who raise funds on TB Vets' behalf, but as we have limited resources, we may not be able to commit staff or volunteers for events. (Subject to availability of staff).

Can you help me to market my event?

If you give us information about your event ahead of time, we can post your event information on our social media channels. However, we are not able to send a media release or advertise on your behalf.

What other help is there to offer?

We offer a Toolkit with templates to help you plan and execute your event. They are not required to be used or submitted to TB Vets but help with overall planning. Templates include sample timeline, event planning checklist, budget template, ticket tracking form, gift/payment received tracking form, silent auction bid form, and auction payment form. If you would like a copy of this Toolkit please contact TB Vets Charitable Foundation at information@tbvets.org

Special Events Registration Form

Please fill out and return to TB Vets Charitable Foundation:
1410 Kootenay St. Vancouver, BC
information@tbvets.org



CONTACT INFORMATION

Contact Person _____
Organization _____
Mailing Address _____
City, Province _____ Postal Code _____
Phone (Cell / Business) _____ Phone (Home) _____
Fax _____ Email _____

Please circle the category that best describes your organization:

Corporation School Community Service Club Other _____

EVENT INFORMATION

Name of Event _____
Frequency of Event: One-Time Annual Ongoing
Date / Duration of Event _____ Time of Event _____
Location of Event _____

What has inspired you to hold this event?

Briefly describe the event and how the funds will be raised.

(If you have done a similar event for TB Vets in the past, it is not necessary to complete this section.)