



THIRD-PARTY FUNDRAISING TOOL KIT

OCH FOUNDATION



TABLE OF CONTENTS

ABOUT US	1
EVENT IMPACT	2
GETTING STARTED	3
HOSTING YOUR EVENT	4
GUIDELINES	5
LET THE FUN BEGIN	6
THIRD PARTY EVENT APPLICATION	7
FINDRAISING AGREEMENT	8
CONTACT US	9
	10



ABOUT US

WHAT WE STRIVE FOR

OUR MISSION

The Ottawa Community Housing (OCH) Foundation delivers education, employment and community engagement programs that break down barriers, build resilience and alleviate the effects of poverty and inequities faced by the individuals living in Ottawa Community Housing; Ottawa's largest social housing provider.

GUIDING PRINCIPLES

OUR VISION

OCH Foundation is a catalyst for empowering, inspiring and equipping tenants of OCH with access to programs that enhance their quality of life and well-being.



OUR PROGRAMS



RECLINK

reLINK connects children and youth 6-18 years of age to arts, camps and sport programs living in our Ottawa Community Housing communities.

PACK-A-SACK

Pack-a-Sack provides school supplies and backpacks for children and youth in OCH communities.



HOP ON BIKES

This program provides refurbished bicycles, helmets and locks to children and youth in OCH communities and is a partnership between OCH Foundation, reCycles Ottawa, and OCH.



EDUCATION BURSARY

The 'Inspired by Learning' Bursary provides \$1,000 to a limited quantity of tenants who are pursuing their post-secondary education and who are in need of financial assistance.



YOUTH FUTURES

Youth Futures helps youth (16 to 21 years old) build important skills to prepare for post-secondary education and employment. This program is offered in partnership with the City of Ottawa.

TOMMOROW READY

Supporting tenants of OCH with perishable, non-perishable and hygiene products through our partnership with Khalsa Aid Ottawa.



EVENT IMPACT

THIRD-PARTY FUNDRAISERS

A Third-Party Fundraiser is your opportunity to take the lead in supporting a non-profit cause close to your heart. It involves organizing and hosting an event independently to raise funds and awareness for the chosen cause.

BENEFITS:

- 1 Personal Impact:** Make a difference in a way that reflects your personality and interests.
- 2 Community Building:** Strengthen connections within your community while supporting a worthy cause.
- 3 Enhanced Visibility:** Showcase your dedication to social responsibility and community engagement.



Donations raised through these initiatives goes directly to serving 32,000 tenants which include 9,000 children and youth in 153 OCH communities throughout Ottawa.



GETTING STARTED

- 1** **Review guidelines:** Review OCH Foundations Third Party Fundraising Guidelines
- 2** **Complete Application:** . Complete the Third Party Fundraising Application. A minimum of 15 days in advance of the scheduled event or activity.
- 3** **Approval:** Once approved, you'll be ready to start promoting your fundraising event!

HOW TO APPLY

Thank you for your interest in hosting a third party fundraiser in support of the OCH Foundation Please complete the **online application** and we will be in touch with more information.



HOSTING YOUR EVENT

Hosting an event in support of the OCH Foundation is an excellent way to engage your family, friends, colleagues, and community while making a positive impact on the lives of Ottawa's most vulnerable.

EVENT IDEAS

In memory of, in support of, in celebration of
Staff fundraiser
Donations in lieu of gifts
Games Night
Food related fundraiser
Comedy Night
Talent Show
Garage sale
Book sale
Tournament
Bottle drive
Concert

Car wash
Gala Diner
Auction
Raffle
Silent auction
Bake sale
Trivia Night
Sporting Event

In need of some more inspiration? ***Click here***

GUIDELINES

HOW THE OCH FOUNDATION CAN HELP:

- Support from staff via phone or email.
- Approve use of our logo
- Create promotional material for your event.
- Promote your event on social media.
- Letter of acknowledgement for soliciting sponsors and donations.
- Create a personalized online fundraising page (optional crowdfunding).
- Tax receipts (where eligible). Learn more about tax receipts and CRA guidelines at canada.ca/charities-giving.
- **Please speak with OCH Foundation member before offering to issue tax receipts.**
- Opportunity for OCH Foundation staff representative to be on site and speak at event. (based on availability).

OCH FOUNDATION CANNOT PROVIDE:

- Guarantee staff or volunteers, although we will make every effort to accommodate all requests.
- Apply for gaming permits/raffle/liquor licenses.
- Staff to assist in event planning beyond promotional material.
- Provide event, volunteer and/or liability insurance.
- Share mailing lists of donors, clients, staff, or volunteers.
- Provide financial support for event administration, funding, or reimbursement for expenses.



LET THE FUN BEGIN

PLAN YOUR EVENT

1

The basics

- Choose your type of event
- Date, time, venue
- Participants / Capacity
- Set up registration
- Create checklists (planning & day of the event)

2

Complete a [Third-Party fundraising event application](#) online for approval and sign the fundraising agreement

3

Promote your event through

- Friends, family and network
- Social Media - Tag @OCHFoundation and we will share your event
- Word of mouth

4

Get others involved!

Find like minded individuals who want to help you bring your vision to life! Depending on the size of your event, you also might need to recruit volunteers.

5

Safety is key!

Prioritize safety measures at all events to ensure the well-being of attendees and participants.

6

Celebrate the success of your event!

- Be sure to thank your attendees, sponsors, donors and participants
- Submit your donation and any relevant tax receipt information within 45 days of your event

PRO TIP!

Local businesses are a great place to start when you're considering support for your event. They might offer discounts on food, equipment or other supplies.





THIRD PARTY EVENT APPLICATION

Name of Host:

Organizer:

Address:

Phone:

Email:

Please describe your proposed fundraising activities, events:

Type of event(s):

Event Date:

Location:

Time:

Anticipated number of attendees:

Partners:

Social media platforms posting for event:

Total revenue anticipated:

Total expense projected:

Estimated amount that will be donated:

Will media be invited? If yes, please describe.

Will you require tax receipts? If yes, please ensure you provide all relevant information of your donors to the OCH Foundation team to process this request.

Additional comments:

Please share with us why you chose to raise funds for the OCH Foundation:

Thank you on behalf of the OCH Foundation for your efforts to raise funds in support of our mission. Your time and commitment are deeply appreciated.

Please return completed form with attention to Traci Spour-Lafrance by email to info@ochfoundation.ca.

Upon receipt of your completed forms, you will receive a confirmation email from a staff member with your signed *Fundraising Agreement* indicating approval of your third-party event.



FUNDRAISING AGREEMENT

Please be advised that by publicly naming the OCH Foundation as the beneficiary of your community event, you are required to donate the net proceeds raised on your behalf.

Event Name:

Event Date:

Location:

Time:

Event Approval

The event organizer will receive approval by the OCH Foundation prior to publishing and publicizing your event. This includes submitting all materials with name and logo usage to the OCH Foundation before being printed or release. Please provide the OCH Foundation at minimum, 72 hours to review content. The event will portray a positive, credible image on behalf of the OCH Foundation while conducting all activities related to the community event.

Tax Receipts

The event organizer understands that OCH Foundation must strictly follow guidelines set by the Canada Revenue Agency (CRA) and cannot issue charitable receipts for community events in every circumstance.

Licenses & Fees

The event organizer must obtain all necessary permits, licenses and insurance required for your event in accordance with local by-laws.

Liability

The OCH Foundation does not assume any legal or financial liability for third-party events and is not responsible for any damage or accidents to persons or property.

Revenue Submission

The event organizer will provide OCH Foundation with all revenue from the event within 45 days along with complete contact information for those donations that qualify for a tax receipt (\$20 minimum donation).

Media

The OCH Foundation must be informed if media coverage will take place during the third-party event.

I have read and understand the Fundraising Toolkit including all the details of the OCH Foundation Fundraising Agreement.

Name:

Date:

Signature:

Contact Number:

Please note this agreement is not valid until signed by an authorized OCH Foundation staff member.

OCH Foundation Authorized Signature:

Date:

CONTACT US



Our team is always happy to answer any questions you may have!

Traci Spour-Lafrance
Senior Manager, Partnerships & Innovation
traci.spour-lafrance@ochfoundation.ca
343-997-6400