

How much support can I expect from Children's Health Foundation of Vancouver Island?

- We are so grateful for every event held in support of the Foundation! While we wish we could provide endless support, the Foundation has limited resources that prevent us from helping plan and be part of each event. As a result, we have outlined ways below in which we can and cannot provide support.

We can provide the following support:

- Support with the event application process
- Promotional material to have at your event (for example banners, stickers, buttons, pens, brochures, and bags)
- Logos
- Social media mentions (when applicable)

We are not able to provide the following support:

- Expense reimbursement
- Purchase or acquire auction items
- Apply for gaming licenses on your behalf
- Provide a list of our donors, sponsors, or volunteers
- Solicit sponsorship or media support on your behalf
- Issue tax receipts outside of CRA guidelines
- Provide liability coverage

If you would like our staff at your event, whether speaking or attending, we will do our best to come but cannot promise attendance.

What resources are available?

- [Event ideas](#)
- Social Media Guidelines

Can I use the Children's Health Foundation of Vancouver Island name and logo?

- Use of the Foundation logo and name must be approved by the Foundation in writing prior to use. All promotional materials should be submitted to the Foundation no less than five (5) days before an event. The Foundation reserves the right to revoke the approval at any time. All promotional materials must state that an
- Event is "in support" of the Foundation and is not an official Foundation event.
- Any individual or group hosting an approved fundraising event in support of Children's Health Foundation of Vancouver Island may reference their affiliation with the Foundation and use the logos and descriptions provided.

- When doing so, we ask that anything public facing be run by the Foundation's communications team by emailing marketing@islandkidsfirst.com or by calling 778-677-0711. This includes items such as write-ups on websites, posters, event pages, signage, and press releases. We do this to ensure you have the most up-to-date information when promoting the Foundation on our behalf. We ensure a quick turnaround!
- The Foundation can provide you with two official logos for your use. Please ensure you first run any usage of these by the communications team as mentioned above. The white logo is for use on dark backgrounds or colours, and the purple logo is for use on lighter backgrounds or colours.

Will the Foundation help me promote my fundraiser?

- We can provide social media mentions (when applicable) to help promote your event, but we are unable to solicit sponsorship or media support on your behalf.

Can I solicit the media to cover my fundraiser?

- When hosting a fundraising event in support of the Foundation, feel free to solicit any media coverage you wish so long as you are using the approved Foundation description and logos when describing the Foundation, and the fund development team has approved the event.
- If media confirms it will cover or feature your event, please notify our communications team lead (contact info below). In the event media wants to interview the Foundation, please provide them with the following contact information:

Erin Macdonald, Manager of Marketing and Communications, Children's Health Foundation
erin.macdonald@islandkidsfirst.com | 250-940-4950

Can I tag the Foundation in my social media posts?

- Yes! Feel free to tag us in your posts on social media or email us content to share on our channels. We would love to help you spread the word!
Our social media channels include:
 - Facebook, Twitter, Instagram: @islandkidsfirst
 - LinkedIn: /children's-health-foundation-of-vancouver-island

Are there any fundraisers the Foundation will not support?

- Fundraisers that are consistent with the vision and mission of the Foundation will be approved. Examples that the Foundation will not approve include:
 - Fundraisers that employ a telemarketing firm, professional fundraiser and/or have any agreement to raise funds on a commission, bonus, or percentage basis (except for cause-marketing with corporate partners).
 - Fundraisers that promote a political party, candidate, or appear to endorse a political activity.
 - Solicitation of funds door-to-door or through telemarketing.

Do I need to have a gaming permit for a raffle, bingo or lottery?

- Yes! You will need a gaming license for all raffles/bingos/lotteries etc. For more information please visit the [Province of British Columbia's acquiring a gaming license page](#). These licenses can take a while to process, so start applying as soon as you can to avoid potential problems.

I am serving alcohol at my event do I need a permit?

- Yes, 100%. You will need to apply for a permit if the event venue does not already have a liquor license/permit or requires you to have your own. Please visit the [Province of British Columbia's Liquor Control & Licensing Branch page](#) for detailed information.

Will all donors receive a charitable tax receipt?

- Tax receipts will be issued in accordance with Canada Revenue Agency guidelines. Please note that not all funds raised qualify for a tax receipt. We ask that you do not promise event attendees or participants that they will receive tax receipts unless approved by the Foundation.

Children's Health Foundation of Vancouver Island cannot issue receipts for the following:

- Draw/Raffle tickets
- Event admission tickets
- Registration fees
- Live/Silent auction purchases
- Personal, professional or legal services provided/donated

For more information regarding Tax Receipts please visit the [Canada Revenue Agency website](#).

Who can I contact about a tax receipting question?

- All tax receipting questions will be handled by the Foundation. Please contact us by email at give@islandkidsfirst.com or by phone at 250-940-4950 and we would be happy to help answer any questions you may have.

What type of donation items do not qualify for a tax receipt?

- Funds provided as sponsorship to support a fundraising event
- Donations of live or silent auction items

Still have questions? Please send an email to give@islandkidsfirst.com with your fundraising questions and we will respond within 1-2 business days.

NOTE: The Foundation will not cover expenses or assume any legal or financial liability associated with an event / fundraiser. The Foundation is not responsible for any accidents or damage to persons or property that may occur during an event / fundraiser.