



Guidelines, Rules & Regulations for Independent Fundraising Events - Events for Variety (E4V)

Variety – The Children's Charity is proud to be your charity of choice. Please make sure to read the guidelines, rules and regulations thoroughly before undertaking your event.

Definition of an Independent Fundraising Event

Independent Fundraising Events are fundraisers benefitting Variety – The Children's Charity which are coordinated and implemented by people (hosts) with limited involvement from Variety. Variety is happy to provide a selection of collateral and templates to the host at no charge. Independent Fundraising Events do not involve the provision of volunteers, auction items or sponsors as part of Variety's involvement in the event.

Tax Receipts and Gift Acknowledgements

Variety issues two kinds of receipts: tax receipts and gift acknowledgements.

1. Tax receipts

A tax receipt is given to people who make a personal donation to a registered charity. The donation must be made directly to Variety (eg: writing their cheques out to Variety) and without personal return. One will not get a tax receipt for purchasing a ticket to an event, buying an auction item or raffle ticket, etc. Your fundraiser will get the credit and the donor will get a tax receipt that can be claimed on their income tax.

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

We will be happy to provide you with a template for tracking donations upon request.

Variety – The Children's Charity is happy to provide tax receipts for donations \$25 and over. Processing tax receipts take 4-6 weeks after the donation has been received through the Variety office.

2. Gift acknowledgements

Gift acknowledgements are a charity's way of letting you know that they have received your donation. They are not able to be used for income tax purposes.

For more information on Gifts and Income Tax, you can visit the Canadian Revenue Agency's website at <http://www.cra-arc.gc.ca/>.

Permission

Variety – The Children's Charity requires you to notify us at least three weeks in advance of your intent to fundraise or hold a fundraiser. A fundraising registration form is available online at <http://www.variety.bc.ca/e4v.htm>. Once your fundraiser has been approved, we will send you a letter of approval that must be signed and returned no later than one week before the event.

Variety – The Children's Charity

4300 Still Creek Drive, Burnaby, BC Canada V5C 6C6
Tel: 604.320.0505 · Toll Free in BC: 1.800.381.2040 · Fax: 604.320.0535 · www.variety.bc.ca

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Branding

It is important for Variety to maintain brand integrity and consistency in dealing with the public and we ask that you abide by these branding rules when holding and promoting your event.

1. We are **Variety – The Children's Charity**

In 2003, Variety Club changed its name to **Variety – The Children's Charity** to foster an environment of inclusion while maintaining the same dedication to helping the children of BC. In any materials or references to Variety, please make sure to use Variety – The Children's Charity.

2. Logo and Logo Use

Variety's logo is the property of Variety – The Children's Charity and therefore, use of the logo is allowed only with the expressed permission of Variety – The Children's Charity. Usage is limited to the approved event and Variety requires final approval of any event materials containing the logo.

If you have any materials that still contain "Variety Club", please contact the Special Events Department at special.events@variety.bc.ca or 604.320.0505 to update your supplies.

Donations and Sponsorships

Please provide Variety with a list of sponsors who have donated to or sponsored your event and include a description of their donation or sponsorship and the retail value. This allows Variety to better recognize partners in your community. *We will be happy to provide a template of the tracking document.*

Gaming (including raffles, 50/50 sales and licenses)

By law, any gaming requires a license, which is regulated by the Gaming Commission of British Columbia. For more information about gaming laws, you can visit <http://www.pssg.gov.bc.ca/gaming/>.

Volunteers

The recruitment of volunteers for your event is the responsibility of the event host. Variety is pleased to provide a letter to your volunteers recognizing them for their volunteer hours for your event. If you have a volunteer who requires a letter, please get in touch with Variety's Special Events Department at 604.320.0505.

If you have any further questions, please contact the Special Events Department at Variety - The Children's Charity at 604.320.0505 or Jodi McAlduff directly at jodi.mcalduff@variety.bc.ca.

Thank you again for raising funds for Variety - The Children's Charity!

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