



Third Party Special Events Resource Guide in Support of Seasons Centre for Grieving Children

Why we appreciate your help...

Seasons Centre for Grieving Children is a charitable organization serving Simcoe County and beyond. Since December 1995 Seasons Centre has been providing peer to peer support groups for our community's children/teens and their families grieving the death, or life-threatening illness of an immediate family member. Participants are supported through the grief process by professional program staff and trained volunteer grief facilitators in a safe, non-judgmental, home like atmosphere.

One of the goals of our peer support groups is to provide participants with the essential skills to promote grieving in healthy ways; thus, building resiliency in our children. Our programs are unique and are designed to provide children with the opportunity to express their feelings in socially acceptable ways. During the group sessions various grief emotions and coping strategies are discussed in child friendly ways. Many of our participants have expressed that Seasons Centre is the only place where they have felt comfortable, understood, and not alone in their grief journey.

Seasons Centre relies solely on the support and generosity of our community. There are no fees for our programs. Children can attend programs regardless of their family's financial situation.

Thank you for your support! We appreciate your interest in our work and have created this guide to assist you in hosting a successful event.

How to Get Started

1. Brainstorm

Bring your friends and colleagues together to develop an idea for an event that excites you.

Ideas:

- “A-thons” (any kind)
- Auctions
- Carnivals, festivals, rodeos
- Concerts
- Cook offs (BBQ, etc.)
- Dinner / Dance or Galas
- Era Parties (pick a decade)
- Game Night (monopoly, etc.)
- Holiday or Seasonal Celebrations
- Multicultural Dinner Events
- Mystery Events
- Sporting Events
- Tournaments (golf, etc.)
- Scavenger or Treasure Hunts
- Theatre Events
- Tours



2. Plan a Budget

Create a budget and identify expected income and expenses. The lower the costs, the bigger the contribution. This helps Seasons Centre support more children and families within our community.

3. Register Your Event

Please fill out an event proposal form and submit it to Seasons Centre staff. This is an important first step and will help set your plan into action. We can provide assistance.

4. Meet Seasons Centre

Please make an arrangement to meet with Seasons Centre staff to discuss the details of your event and how we can provide support. You can reach us through our Communications and Events Coordinator Hailey Pride at hailey@grievingchildren.com or 705-721-5437 ext. 301.

5. Create an Event Planning Committee

Successful events are the result of enthusiastic and dedicated volunteers who plan and organize it. If your planning committee has enough members to share tasks and share a variety of skills experience, you have the right formula for a winning event.

6. Identify Your Audience

Understanding who will support and attend your event at the outset is an important step. Identify your target audience by considering who is most likely to attend.

7. Set the Date

Schedule your event at a time and location that is convenient for your audience.

8. Event Logistics

Attention to detail is essential to the success of your event.

9. Promotion and Publicity

Social media posts and other promotional materials will help make your event a success. You can use our logo and name for your materials. It may be confusing as to how to use Seasons



correctly. For this reason, we ask that all promotional and publicity material be approved by our staff. Please allow at least a week for approval.

10. Collection of Funds

We ask that all funds raised be forwarded to Seasons Centre within 30 days of your event. Charitable receipts will be issued within eight weeks of receiving information.

11. Thank you!

Seasons Centre extends a sincere thanks to you for all your hard work.

Be sure to say, “thank you” and acknowledge everyone who participated in or supported your event. This is the most important step. Let those who attended and helped know how much you appreciate their support. They will be delighted to hear how much money they helped raise and how it contributes to our community at large. It also makes it easier when you start planning your next event. We would love to welcome you back year after year.

Charitable Receipts

Tax receipting can be a confusing component of an event. Please review the following information carefully.

Seasons Centre for Grieving Children (Seasons Centre) can issue charitable tax receipts provided certain conditions are met as set out and regulated by the Canada Revenue Agency (CRA).

- Seasons Centre requires a complete accounting record of revenue and expenses.
- Seasons Centre reserves the right to audit the financial records pertaining to your event
- Tax receipts can only be issued to those who have not received a product or tangible item in return for their donation. Purchases of raffle tickets, admission tickets, green fees, auction and other goods are NOT eligible for a tax receipt.

Tax receipts can be issued to event participants, providing the following criteria are met:

- Seasons Centre for Grieving Children registered charitable number must be displayed on all publicity material. Following the event, you will provide a list of names, addresses and emails of individuals to be receipted and for what amount.
- If tax receipts are to be issued for the charitable donation portion of a ticket price, this amount must be clearly identified and differentiated from “fair market value” of the event (as determined by CRA). Please discuss this with Seasons Centre staff prior to establishing your ticket price to ensure compliance with all CRA regulations.



- Most companies prefer to claim contributions as business expenses as there is a greater tax advantage for a business expense write-off than a charitable donation. If a corporation wishes to receive a receipt for its donation, we will be happy to issue one upon request, provided the conditions set by CRA are met. An official tax receipt will be issued only if the company has not received advertising or promotional value in return.
- Gift-in-kind receipts will be issued at fair market value for material goods. Gifts originating from a company's inventory or line of business are not usually receipted. If the goods are to be used as auction items, then the amount raised at auction will be indicative of fair market value.
- Seasons Centre CANNOT issue tax receipts for donated services, e.g. tent set-up, entertainment, or loaned vacation property.

Third Party Event Application Form

Please note: Application must be approved by Seasons Centre for Grieving Children prior to publicizing or holding an event.

Contact Information

DATE:

NAME OF INDIVIDUAL RESPONSIBLE:

NAME OF GROUP/COMPANY PLANNING EVENT:

MAILING ADDRESS:

EMAIL:

MOBILE NUMBER:

OTHER PHONE NUMBER:

Event Details

NAME OF PROPOSED EVENT:

DATE OF PROPOSED EVENT:

TIME OF PROPOSED EVENT:



LOCATION OF PROPOSED EVENT:

ADDRESS:

Gaming Events

Please note that the following events are regulated by the Alcohol and Gaming Commission of Ontario.

- Bingos
- Raffles
- Monte Carlos / Casinos
- 50 / 50 Draw
- Alcohol permits

**Seasons staff must apply for the license as stated in the GSA.

**It takes at least 8 weeks to process applications.

Fundraising and Budgeting

BRIEFLY DESCRIBE THE EVENT AND HOW FUNDS WILL BE RAISED:

HOW MANY PEOPLE DO YOU EXPECT TO ATTEND THE EVENT:

PROPOSED BUDGET:

REVENUE

SPONSORSHIPS \$ _____

REGISTRATION FEES \$ _____

TICKET SALES \$ _____

DONATIONS \$ _____

ANCILLARY FUNDRAISING \$ _____
(Silent auction, raffle)

TOTAL REVENUE \$ _____

EXPENSES

VENUE \$ _____

FOOD/BEV \$ _____

SIGNAGE/PRINTING \$ _____

SECURITY \$ _____

ADVERTISING \$ _____

LICENSE FEE \$ _____

PRIZES \$ _____

OTHER \$ _____
(Please specify)

NET PROCEEDS TO BENEFIT Seasons Centre \$ _____



Does your event require a gaming license?

Does your planning committee agree that Seasons will receive all revenues from the event within 30 days of the event?

Does your planning committee understand and agree that all publicity for the proposed event must be approved by Seasons prior to being released or printed?

Do you need Seasons staff to assist you at the event?

Do you need Seasons staff to speak at your event?

Please indicate the approximate number of promotional materials that you will require for the event.

Brochures:

Branded Tablecloth:

Signage:

Signature of Applicant: _____

Please Print Name: _____

Date: _____

Please complete, sign and return the event proposal form to Seasons Centre to the contact listed below. We look forward to discussing your event with you and will be in touch soon.

NAME: Hailey Pride

TITLE: Communications and Events Coordinator

EMAIL: hailey@grievingchildren.com

PHONE: 705-721-5437 ext.301