



Empowering you to live at home
in the City and County of Peterborough

185 Hunter Street East
Peterborough, ON K9H 0H1
Admin: 705.742.7067
Admin Fax: 705.745.6011
Admin Email: centofc@commcareptbo.org

Frequently Asked Questions

about hosting a Fundraising Event to benefit clients served by Community Care Peterborough.

If you have any questions that are not covered below, please don't hesitate to contact us.

1) *Do I need to fill out an Event Proposal Form? Can't I just donate the proceeds after the event?*

While we graciously accept proceeds from events that take place without our knowledge, we do recommend you let us know about your activity or event by registering it. An event proposal is required for Community Care to provide you with resources, promotional support such as an event listing in our newsletter, on our website and social media.

2) *Where does the money raised go?*

The money you raise will help fund programs and services that Community Care offers. You can designate your gift to benefit a specific community office, or ask Community Care to direct it to the area in greatest need. Your efforts bring Encouragement, Reassurance and Help to the members of your community served by Community Care in the City or County of Peterborough.

3) *Does Community Care provide insurance for my event?*

Community Care does not provide insurance for third party events. We suggest you speak with someone from your own personal insurance company to see what coverage they could provide.

4) *Can Community Care help me to solicit sponsorship and donors for my event?*

When you have completed an event registration form, we are happy to create a general letter on our letterhead that you can take to potential sponsors and donors that shows them our knowledge of the event.

5) *Can Community Care provide me with volunteers at my event?*

Please provide specific details of the day, time and responsibility of your volunteer needs well ahead of the event and we will try to provide some volunteers. We are unable to guarantee volunteers for your event but would assist as best we can.

6) *I would like to have a representative speak or attend my event. Is this possible?*

We will make every effort to attend your event if you would like us there. Depending on the size, scale and timing of your event, a representative from Community Care may attend as a speaker, volunteer or guest.



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Community Champion Event

Please note that Community Care is a charity, and as such, our representative should not be required to purchase a ticket to your event. If you would like to have a representative at your event, please consider budgeting for this within your event expenses.

7) Can I use the Community Care logo?

Once your event is approved, please contact us with information on how you would like to use the logo. All promotional materials with the Community Care logo must be approved by us before going to print.

PLEASE NOTE

*Event guests and volunteers will want to know how successful the event was. Community Care strives to recognize its supporters in a timely manner and therefore, **we ask that net proceeds be submitted within 30 days of the event.***

Community Care issues tax receipts in accordance with the Canada Revenue Agency guidelines. (see Tax receipting guidelines document for details)

In general, Community Care does not issue tax receipts for third party events unless pledges or individual donations are made. In which case, full contact information of the donor must be received. If you have questions about whether your event qualifies for tax receipts, please contact us.