
COMMUNITY FUNDRAISING EVENT GUIDELINES

Thank you for thinking about hosting a fundraising event in support of Christie Lake Kids. We rely on the public's ongoing commitment and generosity in helping to raise much-needed fundraising dollars to support recreational programs for kids at risk. No event is too big or too small!

After deciding on an event, please contact us so that we can help you plan and prepare for your event. We can help promote it through many channels and give you access to a variety of resources that will make event planning much easier. We would also love to recognize you publically and help your event get the attention it deserves!

Official Logo Use Guidelines

Please obtain permission prior to the use of the authorized name and logo for Christie Lake Kids. Kindly send us examples of all promotional material to be produced, and we can determine the correct logo format to be used.

Licenses, Permits, Insurance

You will be responsible for obtaining all licenses, permits and insurance policies for your event, at your own cost.

Sponsorship/ Mailing Lists

CLK is not able to acquire sponsorships for your community event, or provide you with a listing of our sponsors to help leverage your opportunity. In accordance with our privacy guidelines, we cannot provide our mailing lists.

Promotion of event

We can help promote your community event through our many Social Media platforms. We will also thank you by listing your third party event in our annual report at the end of the year.

CLK Tours

Tours of both our Inner City and Camp programs may be available by request.

Formal Cheque Presentations

We are happy to offer the opportunity to hold a cheque presentation with your group. We are also pleased to take formal photos with the large Christie Lake Kids promotional cheque.



Submission of Donations

Please submit the funds raised within 60 days of the event date to Christie Lake Kids, 400 Coventry Road, Ottawa, ON K1K 2C7. Cheques should be made payable to **Christie Lake Kids**. Please use the Community Event Donation Form to collect and submit donations.

Please do not send cash donations by mail. Call us to arrange pick-up/drop-off.

If your organization is matching employee donations, please include them and clearly mark as “matching funds”.

Tax Receipts

Tax Receipts can be issued to those individuals who qualify if all of the information on donors is provided (please contact us for any restrictions and CRA regulations).

Tax receipts will be issued for donations of \$20 or more.

Please note: We **cannot** issue tax receipts for donations where there is a personal benefit to the donor. Examples include purchase of auction items, green fees or raffle tickets. Please contact us if you have questions.

For more information about hosting a community event for Christie Lake Kids, please contact Kimberley Banks at kbanks@christielakekids.com or 613-742-6922 ext. 224