



*Celebrate Caledon*



*Community Partner - Events Package*

*Thank you for your interest in our Organization, and for your commitment  
in helping us build a healthy and caring Caledon community.  
Here is some important information you should know as you make decisions  
about your third party fundraising event.*



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## THANK YOU FOR HELPING US CELEBRATE CALEDON

This is an opportunity for the community to come together, build community spirit, have some fun, and show support for Caledon Community Services. Your Community Partner Event is an important way to show Caledon residents that you believe in Caledon Community Services. Your event will also show the community how much we can achieve when we work together “helping people help themselves.”

### WHY HELP CALEDON COMMUNITY SERVICES?

CCS’ mission has always been “helping people help themselves” since 1974 when its doors first opened to the community as a two-person service out of a firehall. The agency has now grown and become a “community-impact” organization that provides service for all ages and stages. It covers all aspects of a commitment to ensuring no one, not one person, should ever be left behind. For more information about Caledon Community Services and the variety of programs available, please visit [www.ccs4u.org](http://www.ccs4u.org).

### WHAT CAN MY EVENT DO FOR THE COMMUNITY?

You can direct the funds raised at your event to help Caledon Community Services’:

- **Crisis and Support Programs:** Provides food and emergency support to families in need, women and single mothers in crisis, and support growth and development for children and youth;
- **Transportation Program:** Provides over 30,000 rides annually to seniors and to those whom are disabled, helping them stay involved in their community’s activities and services;
- **Area of Greatest Need:** Allows your donation to be directed to the area, at that given time, that will make the greatest positive impact and biggest difference in the Community.



*in support of* **CALEDON**  
**community**  
**SERVICES**



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## WHAT IS A COMMUNITY PARTNER EVENT?

A Community Partner Event is an event organized and hosted by an individual or a group of individuals whose purpose is to raise funds that will be donated to Caledon Community Services.

## WHAT ARE THE STEPS TO GET STARTED?

- Develop a brief plan including vital details (ie: date, time, place, event details, key message to the community, goal, contact name, phone number and e-mail address)
- Contact CCS' Fundraising Department at least 4-6 weeks prior to the event date to review the above information.

### Mailing Address:

Caledon Community Services  
Royal Courtyards, Upper Level  
18 King Street East

Bolton, Ontario L7E 1E8

Phone: 905.584.2300 x260

E-mail: [kderi@ccs4u.org](mailto:kderi@ccs4u.org)

## CALEDON COMMUNITY SERVICES WILL:

- Review your submission and determine CCS' involvement (We value your generosity and will ensure we promise only what we can honestly deliver as far as assistance.)
- Provide a contact who will be the liaison between CCS and your event coordinator
- Supply approved CCS logo to be used on all of your promotional material
- Provide agency-specific support material that may be required to enhance your event (e.g. flyers, handouts, banners, etc.)
- Ensure there is a CCS representative who will attend some or all of your event
- Send thank-you letters to donors who provided mailing information



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**EVENT REQUEST FORM**

Today's Date: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**EVENT DETAILS:**

Event Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Place: \_\_\_\_\_  
 Name of Event: \_\_\_\_\_

**Event Description:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Net Donation Goal Expecting:** \_\_\_\_\_

Privacy Note: Caledon Community Services is collecting this information, as we may need to contact you in the future to thank you for your support, provide information about updates and events, and fundraising and volunteer opportunities that support the work of Caledon Community Services. To ensure accurate delivery of sponsorship benefits, payment is due prior to print deadlines.

**CHARITABLE BUSINESS NUMBER: #129569182 RR0001**



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## Frequently Asked Questions

**Q1: I have an event idea but need help pulling it together?**

**A1: Please contact our fundraising department to discuss what you are planning to do. They will be able to offer some advice and guide you in the right direction.**

**Q2: Can you mail our event information out to your donors?**

**A2: Unfortunately, out of respect for our donors' privacy, CCS cannot mail event information out to our existing donors. We can, however, post your event on our website and offer advice as to how to promote your event.**

**Q3: Can you find sponsors for our event?**

**A3: CCS can work with you to help brainstorm about appropriate sponsors for your event but we cannot approach corporations for you.**

**Q4: Can you get media to come out to our event?**

**A4: We can provide advice how to contact the media, but for the best results, you will need to contact them directly yourself. We will be happy to attend and assist with photo ops and media events once your arrangements are made.**

**Q5: Can CCS help me cover my event expenses?**

**A5: CCS has a responsibility to the community that uses our services to act with the utmost fiscal responsibility. CCS cannot make any payments to cover your event expenses.**

**Q6: What do I have to give back to Caledon Community Services?**

**A6: As an ethical fundraiser, please try to ensure that a minimum of three times your expenses are returned in revenue or a ratio of 3:1 (If the expense is \$100.00 we expect to raise a minimum of \$300.00). It is our expectation that all Community Event Organizers will uphold this as a minimum standard as well when raising funds on our behalf.**

**Q7: Can I issue tax receipts for my event?**

**A7: CCS is committed to following all rules and regulations regarding tax receipting set out by the Canada Revenue Agency (CRA). This is also important to protecting our charitable status. If you intend on offering tax receipts, this must be approved by a CCS representative.**

**Q8: Can we have your logo to put on our event material?**

**A8: Please contact us to discuss your requirements. We will be pleased to provide an approved logo and guidelines for its use. The CCS' logo is a registered trademark and cannot be used without our permission.**

**Q9: I would like to fundraise in my workplace. How do I get started?**

**A9: Workplace fundraising is a positive, rewarding and fun way to motivate and further engage employees in an organization. Through workplace fundraising, your organization will assist CCS "helping people help themselves", and will provide your fellow employees with an enriching experience. Please contact for some guidance.**

**Q10: What is in it for me?**

**A10: Many of our groups feel a great sense of satisfaction when they see their event come to life and are able to raise funds to help support their own community. You can't beat the thrill of knowing you have made an impact and changed lives.**

*Thank you for supporting  
Caledon Community Services*

