



Fundraising Event Guidelines

Thank you for choosing the Ontario Rett Syndrome Association (O.R.S.A.) as the beneficiary of your fundraising event!

Community fundraising event organizers like you are crucial to helping children and adults with Rett syndrome to achieve their full potential and enjoy the highest quality of life within their community.

O.R.S.A. funds Canadian research projects, three Rett Syndrome Clinics, a resource centre, and developed the Canadian Rett Syndrome Registry. O.R.S.A. advocates to the needs of individuals with Rett syndrome and their families provincially and nationally. Without individuals like you, O.R.S.A. would not be able to carry out its mission. Over 90% of our funding comes from community events.

Tips For A Successful Fundraising Event

1. Decide On Your Event

In the past, community organizers have organized:

BBQ/Pig Roast	Raffle	Yard Sale	Basketball Tournament
Cabaret Evening	Dance	Volleyball Tournament	Jewelry or Accessory Party
Walk-a-thon	Boat Cruise	Silent Auction	Golf Tournament
Poker Tournament	Car Wash	Music Concert or Festival	Bake Sale

You could even get creative and come up with something unique!

2. Plan Your Event

- Talk to others to see if there is interest in supporting your event.
- Enlist support from friends and/or family.
- Form a committee to help with event planning if possible.
- Set a realistic budget and fundraising goal for your event.
- Pick a venue.
- Pick a date (and plan for contingencies).
- Determine your event requirements, including logistics, supplies, and volunteer resources.

3. Determine What Supports You Need From O.R.S.A.

- See Page 3 for a list of what O.R.S.A. can/cannot provide.



Ontario
Rett Syndrome
Association
Building Healthy Tomorrows

4. Fill Out The Fundraising Agreement Form

Mail to:
Ontario Rett Syndrome Association
P.O. Box 50030, London, ON N6A 6H8

OR

Email to:
fundraising@rett.ca

If you need help with any of the steps above, please feel free to contact our office at (519) 474-6877 and a member of the Fundraising Committee will assist you.

5. Consider Ways To Promote Your Event

- Flyers or posters in local businesses such as retail stores or restaurants.
- Posting the event on community calendars or other websites.
- Information bulletin board (community centres, libraries, schools, workplaces, etc.).
- Stories or ads in community or workplace newspapers.
- Public Service Announcements on the radio.
- Promoting it on online social networking groups (Facebook, Twitter, Instagram etc.).

6. Event Planning

- Prior to the event, create a check list & binder to list all items required (sponsors contact list, schedule of event happenings, medical requirements, waiver forms, responsibilities, supplies required, prizes, decorations, pledge forms, entry forms, etc.).
- Visit the venue in advance to ensure you have everything on hand.
- Meet your volunteers in advance of the event and provide any training required. Clearly establish their roles and responsibilities.
- Try to have a great time!
- Acknowledge and thank your volunteers before they leave the event.
- Celebrate your success after the event.

7. Thank You

The success of your event needs to be shared!
Ensure that acknowledgment and thanks are generously given to everyone who supported the event and let them know how much their contribution(s) were appreciated.

8. Begin Planning For Next Year....

Review and evaluate the success of the event and begin strategies for next year.

Ontario Rett Syndrome Association
PO Box 50030, London, ON N6A 6H8 – Phone (519) 474-6877
Charitable Business No. 890178999 RR0001
www.rett.ca



What Assistance O.R.S.A. Can/Cannot Provide For Your Event

The following information is provided in advance so that there are no disappointments or misunderstandings with regards to our ability to participate with you and support your fundraising event.

O.R.S.A. Can:

- Offer advice and expertise on planning your fundraising event.
- Advertise your event on our event calendar and our social media networks (if time permits).
- Provide an O.R.S.A. representative (speaker, Board Member or an individual with Rett syndrome and their family) to attend your event, depending on location and advance notice.
- Provide a Letter of Support that validates the authenticity of the event for one year.
- Provide a limited number of O.R.S.A. promotional items, such as pens, pamphlets, etc. (subject to availability).
- Provide volunteer T-shirts.
- Provide advice and guidance for event sponsorship. Please contact us in advance if you are planning to solicit sponsors.
- Provide administrative support if required, such as mailings, draft letters.
- Provide the use of O.R.S.A.'s logo upon approval of the event by the O.R.S.A. Fundraising Committee. **Materials must be reviewed by the O.R.S.A. Marketing Committee before the logo is issued.**
- Issue official tax receipts for donations of money and gifts-in-kind, according to Revenue Canada Agency regulations (see <http://www.cra-arc.gc.ca>), upon approval of the event by the O.R.S.A. Fundraising Committee.
- Acknowledge your contribution on our website and through our social media networks.
- Provide thank-you letters to you and to your supporters, if addresses are provided.

O.R.S.A. Cannot:

- Provide funding or reimbursement for event expenses.
- Provide contact information for donors, sponsors, corporate and/or staff lists.
- Guarantee volunteer staffing the day of your event, although we will do our best to accommodate your request.
- Guarantee attendance.
- Solicit sponsorship revenue.
- Provide prizes, auction items, or awards.
- Provide or apply on your behalf for gaming licenses or liquor permits.