

Centre for Christian Studies Third-Party Fundraising Guidelines and Application Form

Our Mission

Educating leaders for justice, compassion and transformation.

Background

The Centre for Christian Studies has a long history of training Diaconal Ministers for the Anglican Church of Canada and the United Church of Canada. CCS receives financial support through churches, foundation grants, individual charitable contributions and tuition. We are grateful for the generous support of our friends and groups in the community who share this vision and want to plan events to raise funds for CCS. This document provides the framework to ensure your event is carried out appropriately and safely.

Please read the following guidelines before completing and submitting the attached application form. All events require approval from the Centre for Christian Studies and must comply with all federal and provincial laws.

Guidelines

Promotion and Logo Usage

The Centre for Christian Studies will provide its logo upon approval of the event. If they are needed, organizers will be provided with an event package that includes sample media releases, promotional materials, information about the Centre for Christian Studies, and guidelines for logo usage.

All promotional materials must be designed and printed by the third-party organizers. In naming the event or promotion, the Centre for Christian Studies must not be used in the title, but should be listed as the beneficiary of the event. For example, organizers may not refer to the event as the “Centre for Christian Studies hymn sing” but it could be promoted as “Hymn Sing in support of the Centre for Christian Studies.”

The Centre for Christian Studies may promote the event, where appropriate, through our website, e-mails, social media or newsletter.

Sponsorship

The Centre for Christian Studies cannot solicit sponsors for your fundraising event and does not provide any donor contact information.

Financial Guidelines

Third-party fundraisers are responsible for paying all fundraising expenses related to their activity. It is recommended that event expenses should be 30% or less of the total amount raised, excluding any in-kind donations. No bank accounts in the name of the Centre for Christian Studies should be set up. The Centre for Christian Studies cannot process any credit cards for your event; however, it is possible for a donor to make a donation by credit card online through the Centre Christian Studies website using the “Donate Now” button.

Any promotion that donates a portion of its sales must state clearly how much, in percentage or dollar amounts, that will go to the Centre for Christian Studies.

Some fundraising activities, that involve selling to the general public, may need a licence.

Check with your local or municipal governments.

The Centre for Christian Studies does not approve individuals soliciting funds door-to-door or by telemarketing.

All cheques should be made payable to “The Centre for Christian Studies” and sent to the Centre for Christian Studies within 30 days of the event. Please remit all cheques to:

The Centre for Christian Studies
60 Maryland Street
Winnipeg, MB R3G 1K7

Donations made in cash or by cheque (made payable to the Centre for Christian Studies) are eligible for charitable gift receipts. If receipts are requested, the names, addresses, postal codes, phone numbers and amounts of donations must be recorded and turned in with the donations.

Note that an individual may not receive a gift receipt for money that was not donated by them (i.e. an individual cannot receive a receipt for monies raised at an event).

Registered Charity #10689 7812 RR 0001

Cancellation, Liability and Changes

The Centre for Christian Studies endorses fundraising events that respect the positive image of our organization and complement our mission. We reserve the right to deny or withdraw approval of an event if there are serious concerns about the impact on our image.

By submitting your fundraising idea, you agree to assume all risks and liabilities associated with the proposal and hereby release and hold harmless the Centre for Christian Studies, its directors, officers, employees, agents and successors from and against any and all claims, damages, liabilities, costs and expenses, arising out of or may occur in conjunction with the proposal. By receiving information on your fundraising idea, the Centre for Christian Studies is not obligated to enter into a fundraising program with you.

You must advise the Centre for Christian Studies of any changes in your fundraising event. If circumstances warrant, the Centre for Christian Studies reserves the right at any time to ask you to cancel a fundraising event or remove our name from your event. If an event is cancelled you agree to release the Centre for Christian Studies from any and all liability in connection with such action.

Thank you

No matter how big or how small, your efforts are appreciated. For further information please call (204) 783-4490 or email info@ccsonline.ca.

**Centre for Christian Studies
Third-Party Fundraising Event or Promotion Application**

Contact Information

Applicant/Organization Name: _____

Address: _____

(Town/City, Province, Postal Code)

Daytime phone: _____ Evening phone: _____ Cell: _____

Fax: _____ E-mail: _____

Event/Promotion Information

Brief description of proposed event or promotion: (attach additional sheet if required):

Event Date/Time: _____ Location: _____

Budget Information

Projected Revenue: _____ Projected Expenses: _____

Projected Net Revenue: _____

Projected Donation to the Centre for Christian Studies: _____ (\$ amount or % of proceeds)

Agreement

As the potential third-party fundraising event or promotion organizer I have read and understood the above policy and assure the Centre for Christian Studies name will be properly used, fund will be handled and accounted for in a responsible manner, fundraising will be conducted in a method that is consistent with the public image of the Centre for Christian Studies and that all those associated with the event or promotion will act in accordance with all municipal, provincial and federal laws. I understand that at anytime the Centre for Christian Studies can withdraw its permission if it feels its reputation is at risk or any other liability or challenge arises.

Signature: _____ Date: _____

Please keep a copy of the policy and completed application for your records. Return the signed original to The Centre for Christian Studies, 60 Maryland Street, Winnipeg, MB R3G 1K7 or scan and e-mail it to lstewart@ccsonline.ca

If you have questions, phone the Development Coordinator at (204) 783-4490 or e-mail at lstewart@ccsonline.ca

For the Centre for Christian Studies office use only:

Application approved denied Date _____

Signature of Development Coordinator _____

Applicant notified Date: _____