

Fundraising Event Steps

1 Event Approval

Approval for your event must be obtained from our organization to ensure that the event respects the FearIsNotLove mission, goals, and values. Some events that we are not able to support include:

- a. telemarketing, fundraising by mail, door-to-door or vending machines
- b. ideas requiring the acquisition, use or solicitation of our donors, vendors, partners, or employees
- c. ideas associated with products or services deemed inappropriate

2 Register your Event

To register your event, download and complete the event authorization form available at www.fearisnotlove.ca and submit the form to donations@fearisnotlove.ca

Upon approval of your event, you will be sent an approval email, authorizing you to host your event on behalf of our organization.

For more information, contact 403.539.5130 or donations@fearisnotlove.ca

3 Event Guidelines

- Events must follow Canada Customs & Revenue Agency (CCRA) guidelines, specifically with respect to guidelines on tax receipts and Alberta Gaming & Liquor Commission licenses.
- If deemed necessary, events should secure appropriate public liability insurance and indemnify FearIsNotLove for all damages, costs, and expenses arising from the event.
- FearIsNotLove will not assume any costs or financial liability for the event.
- FearIsNotLove will not assume any legal or public liability for the event.
- Due to FOIP guidelines, we are unable to share mailing lists, donor, or client information.
- FearIsNotLove reserves the right to ask you to remove our name from your event and all associated print material should your event contravene our Mission, Vision or Values.

4 After the Event

- Proceeds from the event must be forwarded to our agency within 30 days of event completion.
- Cheques should be made payable to: **FearIsNotLove** and be forwarded to:

Resource Development
FearIsNotLove
500, 1509 Centre Street SW
Calgary, AB T2G 2E6