



Community Event

Toolkit





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About BGC Ottawa



Thank you for supporting BGC Ottawa. Since 1923, we've provided free programs and safe, welcoming spaces where children and youth can belong, build friendships, and grow into their best selves.

Today, we serve more than 4,000 young people each year through four Clubhouses and Camp Smitty, helping them overcome barriers and build the confidence and skills they need for life.

Our Mission

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Our Vision

All children and youth discover and achieve their dreams and grow up to be their best selves.

Our Programming Pillars

We have four main program pillars – each equally important in helping young people learn social skills and become strong community members.



Education



Creative Arts



Physical Activity and Healthy Lifestyle



Leadership and Social Skills



Why Support BGC Ottawa

- To support Ottawa's next generation of community leaders.
- Because two-thirds of BGC Ottawa Members say the Club saved their life.
- To make a positive impact on children and youth in your community.
- To provide a young person with barrier-FREE access to the arts, education support, healthy meals and snacks, recreation programs, competitive sports and so much more!
- Children and youth attending BGC Ottawa programs do better in school and are more engaged in learning.
- Members come to learn to be a good citizen, how to interact with others, and how to plan for the best possible future.
- Because...**Opportunity changes everything!**

Ideas for Your Event



Get creative. Here are some ideas to inspire your community fundraiser:

- **Celebrations**

- Birthdays, anniversaries, retirements, or milestone events
- Donations in lieu of gifts



- **Community & Seasonal Events**

- Barbecues, yard or spring sales, street parties
- Holiday-themed events (markets, Halloween or Easter activities)
- Skating days, sledding fundraisers, summer picnics, or community clean-ups



- **Sports & Activity Fundraisers**

- Golf tournaments, curling bonspiels, or other athletic events
- Fun runs, walkathons, or cycling challenges
- Fitness classes or boot camps with an entry fee donation
- Community soccer, basketball, or volleyball games



- **Social & Entertainment Events**

- Trivia or bingo nights
- Karaoke, comedy nights, or talent shows
- Benefit concerts, themed dinners, or open mic nights
- Art shows, exhibitions, or craft fairs



- **Workplace & School Initiatives**

- Employee challenge events
- Bake sales, dress-down days, or casual fundraisers
- Walk/Run/Move-a-thon
- Social Media Challenge



- **Auctions & Unique Experiences**

- Silent auctions or raffles
- Auctions for one-of-a-kind experiences (tours, lessons, or special meet-and-greets)



Planning Your Event



1 Getting Started

- **Choose Your Event Type:** Decide what you'd like to organize.
- **Set the Date and Time:** Pick a time that works for your audience.
- **Secure a Venue:** Ensure it suits your needs and accommodates your guests.
- **Engage Participants:** Determine your target audience and invite them to join.
- **Review our Guidelines**



2 Promote Your Event

- Leverage social media platforms like Facebook and Instagram to reach a wider audience.
- **Tag us @bgcottawa to help spread the word!**



3 Logistics & Safety

- **Collaborate:** Join forces with like-minded people to share resources and ideas.
- **Recruit Volunteers:** Depending on your event size, additional hands can be invaluable.
- **Ensure Safety:** Consider your venue, audience, and any necessary precautions.



4 After Your Event

Once the event is over, take a moment to show your appreciation:

- Send thank-you emails or cards to sponsors, volunteers, and attendees.
- Reflect on your success and the impact you've made on the community!





Fundraising Guidelines



Thank you for your interest in supporting BGC Ottawa through a community fundraising event! To ensure alignment with our mission and values, please follow these guidelines:

- **Event Approval:** Community events require prior approval to ensure they align with our mission and values. Approval is based on the event's type and theme.
- **Name and Logo Use:** Written approval is required to use BGC Ottawa's name or logo. Promotional materials must state the event is "in support of" BGC Ottawa.
- **Organizer Responsibility:** Organizers are responsible for all permits, licenses, insurance, and event compliance. BGC Ottawa cannot assume liability for event risks or expenses.
- **Proceeds and Costs:** Event expenses must be covered before donating proceeds. Net proceeds should be submitted to BGC Ottawa within 30 days.
- **Tax Receipts:** CRA rules state that only the registered charity can issue official donation receipts. If donors give directly to the charity, receipts can be issued, but if donations are collected by you (the organizer), the charity can only issue receipts if it knows who gave the money and controls how it is used.
- **Support and Materials:** Our team is happy to support you where possible, depending on availability. Borrowed materials simply need to be returned in good condition. Mailing (other than tax receipts) is typically managed by the organizer.



For more information or to register your event, please complete our [Community Event Application Form](#) or reach out to Sarah Cybulski at scybulski@bgcottawa.org.

How We Can Support You

We're here to help make your event a success! Here's how we can support you:

- **Speakers & Guest Appearances:** A BGC Ottawa team member can speak, share our impact, or participate in activities.
- **Promotional Support:** We can feature your event on our website and social media channels.
- **Branded Materials:** Access logos (with approval), brochures, flyers, banners, and more to promote your fundraiser.
- **Fundraising Tools:** We can set up a custom online fundraising page through CanadaHelps to collect donations and track progress.
- **Donation & Tax Receipts:** We can issue official charitable receipts for eligible donations per CRA guidelines.
- **Ongoing Support & Advice:** Our team can offer tips and guidance to help your fundraiser succeed.

Questions or ready to get started?

Contact us at scybulski@bgcottawa.org or 1-888-824-0183 x 1242.



Guidelines for Donations and Tax Receipts

- Third-party organizers cannot issue receipts or claim a tax benefit for donations they collect.
- Only BGC Ottawa, as the registered charity, can issue receipts — and only for donations received directly by the charity from donors.
- If a third-party fundraiser collects a lump sum and sends it to BGC Ottawa, the donors themselves do not automatically get tax receipts because the charity did not receive the donations directly or cannot track the individual donors.
- CRA is very clear: the charity must control and direct the funds to issue receipts.
- **For example:**
 - A school bake sale raises \$500 and sends it to BGC Ottawa. The school organizer cannot claim a receipt; BGC Ottawa cannot issue receipts unless the donors' names and amounts are tracked and submitted.

Together, we can continue to provide life-changing programs and support for children and youth in Ottawa. Thank you for your commitment to making a difference!



Thank You

Thank you for considering BGC Ottawa as the recipient of your community event – your support means so much to us!



Contact Information

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