

# THIRD PARTY FUNDRAISING HANDBOOK

**A comprehensive guide to fun and creative  
ways to raise money to help end youth  
homelessness in your community**

**YESS**  
youth empowerment & support services



## TABLE OF CONTENTS

|   |          |
|---|----------|
| <b>Where Your Money Goes.....</b>       | <b>3</b> |
| <b>Application Process .....</b>        | <b>4</b> |
| <b>Frequently Asked Questions .....</b> | <b>5</b> |
| <b>Events? Events!.....</b>             | <b>7</b> |

With the support of generous community members, we can ensure that our programs and resources are there to empower youth in times of crisis and help them build brighter futures. Whether it is a barbecue, a silent auction, or a simple yet effective bottle drive, donors are always thinking of innovative ways to make a difference in the lives of our youth.

We are so grateful to the individuals and groups who coordinate and execute great events throughout the community and choose to donate the proceeds to YESS.

Large or small, these events serve a great purpose and are invaluable to the overall fundraising efforts of YESS.

Thank you for everything you are doing to help end youth homelessness in the City of Edmonton. We look forward to working with you! If you have any additional questions, please do not hesitate to contact us.

### CONTACT INFORMATION:

**Address:** 9310 82 Avenue NW Edmonton, AB, T6C 0Z6

**Email:** [mohamed.dahrouge@yess.org](mailto:mohamed.dahrouge@yess.org)

**Telephone:** (780) 468-7070

**Fax:** (780) 466-1374

**Website:** [www.yess.org](http://www.yess.org)



## WHERE YOUR MONEY GOES

### **Excellence with Distinction at Youth Empowerment & Support Services**

YESS is relentlessly dedicated to empowering youth from difficult realities, and we are proud to meet internationally recognized standards of practice as set out by the Commission on Accreditation of Rehabilitative Facilities (CARF). In 2015, CARF renewed YESS' accreditation for three years — the maximum length an agency can achieve — which reflects the level of professionalism undertaken by our organization.



72% of our youth are not supported by Child & Family Services, and your contribution can go a long way to ensure they receive the necessary support and services, such as:

- Investing in highly skilled youth workers and business professionals
- Emergency shelter
- Mental health and addictions support
- Long-term housing
- Case management



# APPLICATION PROCESS

## How to apply to run a third party event!

### Step 1

- Decide what type of fundraiser you would like to organize and set a realistic fundraising goal and budget (if applicable). Please refer to page 6 of this document for some event ideas.

### Step 2

- Connect with our Community Engagement Coordinator (see page 2 for contact information) in order to complete our Third Party Application Form and return it to YESS via email, fax, or in person.
- YESS is able to provide 'Approval Letters' confirming that YESS is aware and approves of the event. If desired, please request a letter when submitting the application form.

### Step 3

- Once you have submitted your application, please wait for approval from Youth Empowerment & Support Services before you begin promoting your event. Approval takes approximately five (5) business days.

### Step 4

- Plan and host your event (Go out and Third Party!). Here are some helpful tips:
  - Recruit volunteers – if you cannot recruit your own, YESS has generous volunteers that are always willing to help!
  - Solicit sponsorships from companies that may be interested in supporting your initiative by providing funds to cover or reduce potential expenses.
  - Promote your event. YESS has the ability to help with event promotion through our website and various social media accounts too!

### Step 5

- Once your event is over:
  - Please ensure all funds and donation-tracking forms are collected. YESS can provide donation-tracking forms if necessary. Connect with our Community Engagement Coordinator to arrange for the funds to be picked up/dropped off and to schedule a cheque presentation (if applicable).

## FREQUENTLY ASKED QUESTIONS

Thank you for offering to host a fundraising event on behalf of YESS. We understand there are some questions you might have. Below is some additional information to ensure your fundraiser runs as smoothly as possible.

- **Does YESS only accept money for donations?**

We accept all types of donations! Whether it is money, clothing, food—you name it! We appreciate all donations and always have a “Current Needs” list on our website.

- **If I am writing a cheque, whom do I make it payable to?**

Please ensure all donations received via cheque are made payable to ‘Youth Empowerment & Support Services.’

- **How soon after the event can I deliver the funds to YESS?**

We ask that all funds be donated to YESS within 45 days post-event. For donations received requesting a tax receipt, please also provide all relevant donor information (this can be found on the Canada Revenue Agency Website). If you have any questions regarding relevant donor information for tax receipting, please contact us.

- **Does YESS issue tax receipts?**

We do! Tax receipting complies with Canada Revenue Agency policy, and receipts can be issued for donations of \$20 or more; however, when a donor receives something in return for their money it is considered a purchase, not a donation and is therefore not eligible for a tax receipt.

- **Can we issue tax receipts on behalf of YESS at our event?**

NO! As a charitable organization, it is our responsibility to ensure the validity of all tax receipts issued. Please inform all participants/donors that donation receipts will be issued by YESS for all eligible donations. Your organization is required to submit all relevant information for any donor requesting a tax receipt.



## FREQUENTLY ASKED QUESTIONS (cont.)

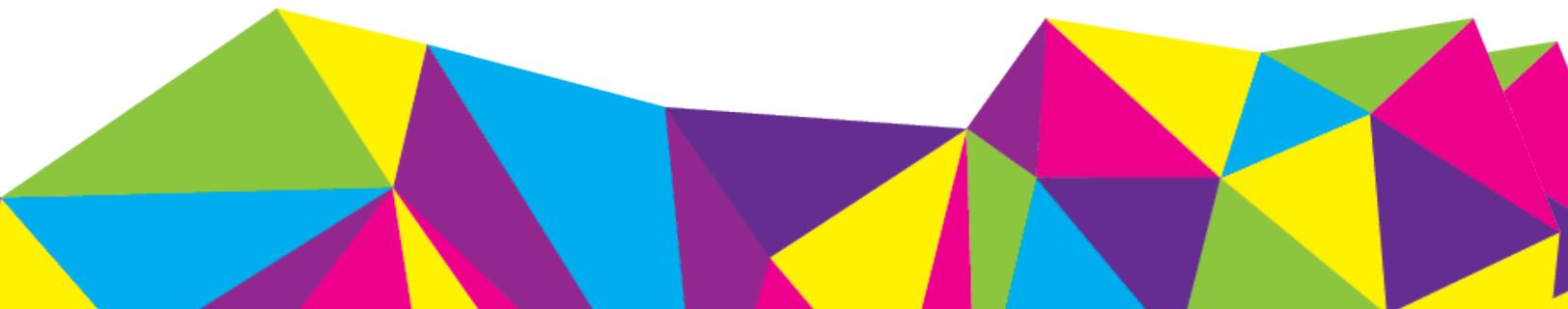
**Have more questions? We still have more answers!**

- **How can YESS help with organizing the event?**

YESS can assist by aiding the event coordinator, promoting the event, and getting volunteers. The event organizer is responsible for ticket sales, sponsorship, and all expenses incurred.

- **Can I use the YESS logo or YESS branding?**

The YESS logo and branding is the sole property of Youth Empowerment & Support Services and **cannot** be used without written permission. If you would like to use the YESS logo or branding during your event, please reach out to us prior to your event.



# EVENTS? EVENTS!

**Wondering where to start? Here are some ideas to help!**

## **Sales & Concessions**

- Art Sale
- Bake Sale
- Book Sale
- Concession Stand
- Cookbook Sale
- Craft Sale
- Garage Sale

## **Tournaments**

- Basketball
- Hockey
- Soccer
- Pool
- Darts
- Bowling
- Card Games
- Golf
- Dodge Ball
- Paintball
- Volleyball
- Board Games

## **Contests & Games**

- Bean Bag Toss
- Chili Cook-off
- Eating Contest
- Easter Egg Contest
- Video Game Marathon

- Fashion Show
- Singing Contest

## **Social Events**

- Barbecues
- Birthdays
- Retirements
- Weddings/Anniversaries
- Live/Silent Auctions

## **Other Ideas**

- Walk/Run-a-thon
- Poker Run
- Car Wash
- Garden Party
- Head/Beard Shave
- Wear Your Jersey Day
- Karaoke Night
- Pie Toss
- Potluck
- Super Bowl Party
- Talent Show
- Treasure Hunt
- Religious Service
- Auto Show
- Clothing Drive
- Bottle Drive
- Photo Booth
- Pub Night

