



Third Party Event Guidelines

Thank you for choosing to run an event in support of the Okotoks Food Bank Association (OFBA). We could not do what we do without the help of our community and we so appreciate your support. The following guidelines are intended to clarify and support you in your efforts.

Third party events are fundraisers and/or food drives that benefit the OFBA and are planned and implemented by a third party (i.e. individual or organization).

Notifications

- It is important to notify the OFBA of your event while in the initial planning stages so that we can best support you. Depending on the time of year and the number of events occurring there could be **limited availability** of OFBA staff and volunteers.
- To request OFBA support, the Event Registration Form should be completed and returned to the OFBA two weeks prior to your event.

Representation

- All third-party events representing the OFBA must:
 - o Be ethical, legal and moral.
 - o Be consistent with our standards and core values.
 - o Not be conflict of interest with OFBA.
 - o Clearly state the event is sponsored by your organization with proceeds going to OFBA (The name Okotoks Food Bank Association cannot be used as an event title but can be identified as the beneficiary of the event).
- The OFBA will not promote corporate products without prior approval by our Executive Director.



Third Party Event Guidelines (Con'd)

Third-Party Organizer Responsibilities

- The OFBA will provide support based on availability but the responsibilities of third-party events lies solely with the Third-Party Event Organizers.
The OFBA does not assume liability for third-party events.
- Responsibilities of third-party organizers include:
 - o Promotion of event (e.g. organizing media release, print materials, etc.)
 - o Obtaining all required permits and insurance certificates if needed (e.g. raffle, food and liability)
 - o Ticket sales
 - o Recruitment and management of volunteers
 - o Event planning and set up
 - o Collections of food or funds
- Incurred expenses are the responsibility of the Third-Party Organizers, OFBA may incur some of the expenses but these will need to be pre-approved by the Executive Director.

Okotoks Food Bank Association Support

- Will provide promotional materials such as donation boxes, banners, brochures etc.
- Provide volunteers depending on availability.
- Provide tax receipts, if applicable in accordance with CRA regulations, after the event.
- Promote your event on our social media sites.

Food Drives

- Food drives organized on behalf of the OFBA must have approval by the OFBA at least 2 weeks before event.
- The food collected must be non-perishable unless approval is given by OFBA prior to the event.
- The food collected must be stored properly prior to delivery the OFBA.
- Arrangements for picking up donations must be made prior to the event, please contact our Volunteer Coordinator to organize this.



Third Party Event Guidelines (Con'd)

Fundraising

- Organizers must submit all necessary information for tax receipts as soon as possible after events.
- Proceeds must be provided to the OFBA within 2 weeks of the event unless arranged otherwise prior to the event.

Any further questions?

Please contact us at 403-651-6629 or fundraiser@okotoksfoodbank.ca

Okotoks Food Bank Association

Unit 7, 109 Stockton Point
Okotoks, AB T1S 1B1

Website : okotoksfoodbank.ca
Facebook : facebook.com/okotoksfoodbank

Give Help Office Hours

Monday : 12:00 pm – 4:30 pm
Tuesday : 1:00 pm – 4:30 pm
Wednesday : 12:00 pm – 4:00 pm & 6:00 pm – 8:00 pm
Thursdays : 9:00 am – 12:00 pm & 6:00 pm – 8:30 pm
Friday : 12:00 pm – 4:30 pm