

STARS' partnership with the community is the essence of our organization. Critical care, anywhere is our mission and we are able to do so through the support and generosity of the communities and individuals we serve. The STARS Foundation staff are pleased to provide expert guidance, promotional and display materials, volunteer assistance for your event and mascot appearance (subject to availability).

We look forward to a strong and long term relationship with your event committee and event participants.

We ask our event partners to:

1. Maintain STARS' vision, mission and adhere to STARS branding.
2. Complete the STARS Application to Host a Fundraising Event form (see form below).
3. Encourage participation by the community, your network, friends and family to support your fundraising initiatives.
4. Maintain STARS credibility and avoid conflict of interest.
5. Allow direction from experienced STARS staff on program/event content. In discussion about your event, your STARS Foundation contact will provide specific information as it pertains to your event. This may include the following:
 - Canada Revenue Agency (CRA) guidelines- for income tax receipts
 - AGLC Gaming Policies
 - Pledge sheets and donation forms
6. Ensure that your event has adequate insurance coverage. STARS insurance coverage for third party events covers our staff, registered volunteers, participation/ attendance but not for the event itself.
7. STARS encourages you to seek all the appropriate permits required for your event and can help with sorting what those might be, however your STARS Foundation contact cannot provide a liquor license.
8. Upon approval of the event, STARS will provide the website to STARS' promotional material including logo, photos and templates to be used in advertising your event. The STARS communications department must approve any printed material with the STARS name and logo on it, prior to going to print.
9. Ensure STARS values are met in the content of the event.
 - If you have any questions as to whether the nature of your event or a part thereof is in keeping with STARS mission and values, please discuss with your STARS Foundation contact.
 - All events held in support of STARS must abide by all laws of your region.

On behalf of everyone at STARS – thank you for your support and best wishes for a wonderful event!



APPLICATION TO HOST A FUNDRAISING EVENT



Note: Application MUST be approved by STARS prior to publicizing or holding your event.

1. GENERAL INFORMATION

Name of group planning event:		Today's date:
First/Last name:		Role:
E-mail:	Phone:	Ext:
Mailing address:		Suite/Apt/Unit:
City:	Province:	Postal code:

2. EVENT INFORMATION

Name of proposed event:		
Event date:	Event time:	
Event location:		
Mailing address:		
Suite/Apt/Unit:		
City:	Province:	Postal code:

3. EVENT DESCRIPTION

Briefly describe the event and how the funds will be raised (use a separate sheet of paper if needed.):

How many people do you expect to attend the event? _____



1-877-516-2751



1441 Aviation Park NE, Box 570
Calgary, AB T2E 8M7



events@stars.ca | stars.ca

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4. OTHER INFORMATION

- | | | |
|--|-----|----|
| A. Have you read and agree to comply with STARS event guidelines? | Yes | No |
| B. Does the organizing group understand and agree that STARS must approve all promotional materials for the event prior to publication and posting? | Yes | No |
| C. Do you require any STARS volunteers or outside volunteers?
If yes, please indicate what roles and how many: | Yes | No |
| D. Do you agree to return any STARS assets within seven days after the event (i.e. banners, displays, etc.)? | Yes | No |
| E. Are you interested in selling STARS merchandise at your event? | Yes | No |
| F. Would you like a STARS Very Important Patient (VIP) to attend and speak at your event (pending availability)? | Yes | No |
| G. Please indicate any STARS items, promotional materials or templates you will require for the event (i.e. banner, posters, stickers, brochures, etc.). Please note, requests for STARS assets must be made 60 days in advance to ensure compliance. We cannot guarantee attendance of STARS assets as requests are processed based on availability. | | |

Thank you for your support!

OFFICE USE ONLY

Comments:

Date approved: _____

Approved by: _____



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Collecting donations

When collecting donations on behalf of STARS, you **must** track the following information:

- Donor's full name
- Donor's mailing address
- Donor's email
- Donor's phone number
- Donation amount
- Type of payment (eg. credit card, cash, cheque, etc.)

Additional tips:

- The total value of issued receipts cannot exceed the net proceeds of the events.
- A business receipt can be provided to sponsors or other corporate contributors as proof of payment. Most companies prefer to claim contributions as business expenses as there is a greater tax advantage for a business expense write-off than a charitable donation.

Individuals can give in the following ways

Donations and pledges

- If money or a "pledge" is given directly to STARS, in the form of a cheque or cash donation, then we can issue a charitable receipt to the person who gave the donation.

Auction purchases

- If someone purchases an item at an auction, they are receiving a benefit (the purchased item, as well as the opportunity to participate in the auction) for their money and thus a tax receipt will NOT be issued.
 - The exception to this is if someone purchases an item at an auction for 25% over the Fair Market Value of the item. If the item is a \$100 gift card and the purchaser pays more than \$125 for the item, a tax receipt may be issued for the difference (\$25).

Gift-in-kind donations

- Gift-in-kind receipts can be issued at lower of the fair market value or the cost of the material goods, if the donors acquired the goods less than three years before the gift date or if the donors acquired the goods with the intention to donate.
- If an individual donates an item, the donor:
 - Needs to complete the donation agreement form (you can get this from your staff partner).
 - Provide proof of cost of purchase.
 - Establish fair market value of the goods. For items used for auction at the event, the auction proceeds (highest bid) will be considered as fair market value.
- Have an independent third-party appraisal to value the item for those items not auctioned plus provide a purchase invoice or other proof of purchase.

STARS will be pleased to issue charitable tax receipts upon request in accordance with the rules and regulations of Canada Revenue Agency (CRA). Our strict adherence to these rules and regulations is crucial to protecting our charitable status. Tax receipts cannot be offered in the following situations:

Purchase of a ticket/entrance fee to an event

The person is receiving a benefit in return for the donation; thus, a tax receipt is not issued. However, a company purchasing tickets can receive a business receipt for the purchase price.

Donation of services

A tax receipt cannot be issued for any personal services including legal, entertainment, transportation, dining services or rental of vacation properties.

