



AMYOTROPHIC LATERAL SCLEROSIS SOCIETY OF BRITISH COLUMBIA

ALS SOCIETY OF BC THIRD PARTY FUNDRAISER

COORDINATOR CHECK LIST

- ❑ Choose your event (Pub Night, BBQ, Bake Sale, Garage Sale etc)
- ❑ Review the ALS Society of BC Third Party Fundraiser Event Guidelines. Available at www.alsbc.ca or call 1-800-708-3228.
- ❑ Choose a date and reserve a venue if necessary. Depending on your event, you might be required to get a permit or insurance.
- ❑ Identify your fundraising goal. Prepare a budget.
- ❑ Contact the ALS Society of BC Provincial Office to register your event. Call 1-800-708-3228 or visit www.alsbc.ca and download the Third Party Event Registration Form.
- ❑ Form a committee or recruit family and friends to help with the organization process. Delegate portions of the event and have each committee member / helper report on their progress.
- ❑ Create event fundraising page. (Visit www.alsbc.ca special events tab to get started)
- ❑ Promote your event. Put up posters in your community. Send friends, family & co-workers info about your event and the link to your fundraiser page.
- ❑ Contact ALS Society of BC Volunteer Coordinator for event day volunteer assistance if required
- ❑ After the Event: Return ALS BC banners and left over promotional materials to ALS BC (if applicable)
- ❑ After the Event: Remit funds to the ALS Society of BC. (Aim to have this done within two weeks of the event). Submit the list of donors that require donation tax receipts.
- ❑ After the Event: Send photos of the event to ALS Society of BC. We would love to recognize your efforts in our newsletter and social media.



AMYOTROPHIC LATERAL SCLEROSIS
SOCIETY OF BRITISH COLUMBIA

ALS SOCIETY OF BC
#1233-13351 Commerce Parkway, Richmond BC V6V 2X7
Phone: 1-800-708-3228
Fax: 604-278-4257 Email: info@alsbc.ca

THE ALS SOCIETY OF BC CAN ASSIST YOU BY:

- Processing **Tax Receipts**. Refer to the 3rd Party Fundraising Guidelines for donations that qualify for a tax receipt. Inquiries about donation tax receipts can be directed to **DONOR RELATIONS**.
- Assistance in creating an **Online Fundraising Page**. (Visit <http://www.alsbc.ca/events/how-fundraise-als/create-my-own-fundraising-page> to get started)
- **Print Templates**: ALS BC can provide you a sample sponsorship template if you wish to solicit sponsors for your event. ALS BC can also provide a basic template for event posters.
- **Marketing and Promotions**: The ALS SOCIETY will assist you in notifying the media about your event by sending out press releases. We can work with you to prepare press releases and other communications to promote your event. Once your event is formed, with date and place secured, please be in contact with the **EXECUTIVE DIRECTOR** to have your event posted on the ALS Society of BC Website. Your event information and a link to your fundraising site can then be promoted through the ALS Society of BC's social media pages.
- **ALS Promotional Materials**: Each kit will be created specific to the event and with the materials you request. All banners, signage and leftover materials post event are returned to the ALS BC Office. Any inquires regarding materials can be directed to **SUPPORT SERVICES**.

MATERIALS AVAILABLE: ALS BC Banners, ALS BC Brochures, Pledge Forms, Cornflower Pins (symbol of support for ALS), Donation Envelopes
ALS Balloons & Donation Boxes

- **Volunteer Support**: Team ALS BC & Yukon is comprised of dedicated volunteers working passionately to raise critical funds and awareness for ALS. Prior to your event get in touch with the **VOLUNTEER PROGRAM COORDINATOR** to request event day volunteer support. Please contact the Volunteer Program Coordinator to learn more about the Team ALS BC & Yukon Volunteer Program to recognize your volunteers.

ALS SOCIETY OF BC IMPORTANT CONTACTS

Executive Director: Wendy Toyer

Phone: 1-800-708-3228 ext 222

Email: W.Toyer@alsbc.ca

Support Services Coordinator

Phone: 1-800-708-3228

Email: support@alsbc.ca

Donor-Relations: Rena Mendoza

Phone: 1-800-708-3228 ext 225

Email: donor-relations@alsbc.ca

Please do not hesitate to call us with any questions about planning your third party event.

THANK YOU FOR YOUR SUPPORT!



AMYOTROPHIC LATERAL SCLEROSIS
SOCIETY OF BRITISH COLUMBIA

ALS SOCIETY OF BC

#1233-13351 Commerce Parkway, Richmond BC V6V 2X7

Phone: 1-800-708-3228

Fax: 604-278-4257 Email: info@alsbc.ca