



Northern Ontario Families of Children with Cancer

Community & Third Party Fundraising Handbook

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Who is Northern Ontario Families of Children with Cancer?

WHO IS NORTHERN ONTARIO FAMILIES OF CHILDREN WITH CANCER (NOFCC)?

NOFCC is an independent volunteer based registered charity (# 86467 6713 RR0001) established in 1998 by a group of parents of children with cancer. These parents wanted to provide help and support to families, which was not available through other programs. Being parents themselves, they recognized the particular difficulties involved in caring for a child with cancer and the geographic challenges of living in the north.

WHERE DOES THE MONEY COME FROM?

NOFCC is not funded by the government and the organization relies solely on fundraising activities and donations.

FOCUS OF SERVICES

NOFCC serves all northern Ontario families who have been touched by childhood cancer and who are being treated in Ontario.

This includes families with a child on active treatment, those off treatment or receiving follow up care, and bereaved families.

At any given time, there are over 30 children in Northern Ontario on active treatment. Many treatments last over 2 years. NOFCC helps them with some of their immediate financial needs through the following programs.

Financial Assistance Program : A daily per diem is available to those who need assistance to offset the costs of travelling for treatment. Families are eligible for these funds for days spent away from home, which is defined by +100kms from the place of residence.

HomeFAP: A daily per diem is available to those who need assistance to offset some of the costs incurred while remaining in city of residence for treatment (ie. Lost wages). Families eligible for these funds are receiving treatment within 100kms of their home.

Emergency Program: Funds are available for household, travel and personal emergency needs. Requests are assessed on an individual basis.

****Patient Amenities:** Funds are available for medical related expenses. This is used for families without adequate medical

coverage, or expenses not covered by OHIP or private insurance.

Tutoring Program:

An annual fund to provide assistance with a qualified tutor for children in need.

Parking Program:

Assistance with parking costs while receiving treatment at any treatment center. Tokens or parking passes are available for parking at Health Sciences North.

Taxi Fares:

Reimbursements are available for taxi's to and from treatment centres, airports, bus stations, and medical related appointments.

Accommodation Support:

NOFCC will cover the cost of hotel stays when the Ronald McDonald House is not available, and other arrangements are not possible. NOFCC covers the difference incurred after the deduction of the Northern Ontario Travel Grant.

Telephone Program:

Long distance prepaid calling cards are made available to all families while they are away from home with their child for treatment, and sent with each financial assistance package monthly. Can be replaced by Tim Horton's cards for those with all inclusive phone plans.

Palliative Support Program:

Assistance with special support during the end-of-life period in a patient's illness, to include the bereavement period. Such services as house maintenance and meals are provided to families. Funds are also available to assist in funeral costs.

Benevolent Fund:

Supportive gift sent to grieving families.

Bereavement Fund:

Families are offered supportive services during bereavement which can be but not limited to, grief services, support programs, counselling, books, resources, and educational materials.

Bone Marrow Transplant & Chronic Illness Patient Assistance:

Once a patient begins preparations for transplant they will be eligible for assistance through a one-time grant.

Keep Connected Program:

Laptop and iPad lending program allows children to keep up with their school work, as well as keeping in touch with friends and staying occupied during long hours of treatment.

| | |
|---------------------------------------|--|
| <u>Shine Bright Bursaries:</u> | Bursaries for post-secondary education for childhood cancer survivors, their siblings and siblings of children who have succumbed to cancer are available. The criteria and the application form can be found on the website (www.nofcc.ca). |
| <u>Special Events:</u> | The NOFCC organizes and hosts events to support children, teens and parents throughout the year, including an annual Christmas party and a Family Fun Day. |
| <u>Communication Program:</u> | A newsletter is e-mailed to members and supporters several times a year. NOFCC also supports a website at www.nofcc.ca and a Facebook Page. |
| <u>Support Group:</u> | Once a month parent-led support group. There is no professional counsellor present at this group, it is just a space for parents to gather and support one another. Please check the schedule on the NOFCC website or call the office to find out more. |
| <u>EMLA Patches:</u> | EMLA patches are available at HSN's Northeast Cancer Centre for patients receiving care at this location. |
| <u>Gift Cards:</u> | Gift cards are given to families who are away for extended stays out of town, to the discretion of NOFCC. |

Except for low administration cost, all money raised goes to the families through our programs.

KEY FUNCTIONS

- Provide services oriented to reduce the financial burden imposed on families because of the travelling costs
- Provide education and training for parents/caregivers
- Monitor the effectiveness of our programs
- Enhance NOFCC's programs and services available to families
- Increase community awareness of the impact the diagnosis of childhood cancer has on the child and the entire family

Getting Started:

| | |
|-------------------------------|--|
| Type of Event: | Who is your target audience, is it a small event, or is it a big gala, concert, show, or tournament? |
| Time: | How long will it take to plan, what needs to be obtained (legal, municipal, and from NOFCC). When will it take place? |
| Venue: | Where will it be held? Can you get it donated or sponsored? |
| Volunteers: | Do you need to recruit volunteers, or have NOFCC provide some? Assign based on skill level and ability. |
| Safety & Security: | Ensure safety of volunteers and participants, and security of funds raised. Is your location safe? Enforce a buddy system if possible. |
| Budget: | Try to have venues sponsored/donated and printing costs covered when possible. Put these donors loud and clear on advertising materials to thank them. |
| Tax Guidelines: | Inform yourself with CRA Guidelines so you know what is receipt taxable. |

How Northern Ontario Families of Children with Cancer *can* help:

- We can provide you with permission and guidelines to use our logo. Material that uses NOFCC's logo must be submitted for approval prior to distribution.
- Charitable tax receipts can be issued provided they meet the Canada Revenue Agency (CRA) rules and regulations.
- Please ask us for literature on NOFCC to have displayed at your event.
- We may be able to have a member speak to your group or at the event depending on the location, timing, and availability of the representative.
- Announcement of your event on our website and/or Facebook page.
- If needed, ask our pool of volunteers to lend a hand. We cannot, however, guarantee volunteers for your event.

DECLARATION OF TRUE DONOR(S)

To: Northern Ontario Families of Children with Cancer,

I hereby understand the Canadian Revenue Agency regulations state:

“When an individual or business asks that a donation receipt be issued in another name, and there is no obvious indication as to the true donor, the charity must be responsibly sure that the name it records on the donation receipt is that of the true donor. In these circumstances, the charity should request a written declaration as to the identity of the true donor from the party providing the donation.

INSTRUCTIONS:

****If you are making a donation and the tax receipt should go to another true donor please fill out [Section A](#).***

****If a donation is being made that is actually comprised of several donations made by several individuals, please fill out [Section B](#).***

SECTION A

I, _____ (full name) hereby confirm that the gift to Northern Ontario Families of Children with Cancer in the amount of \$ _____ on _____ (mm/dd/yr), is a donation from:

a) _____ (full name), _____

_____ (full address) **who is the true donor.**

SECTION B

I, _____ (full name) hereby confirm that the gift to Northern Ontario Families of Children with Cancer made by _____ (name of organization) in the amount of \$ _____ on _____ (mm/dd/yr), is a donation from:

b) is comprised of donations per the attached donor tracking list date _____ (mm/dd/yr), showing each donor name/address **who are the true donors.**

I request that Northern Ontario Families of Children with Cancer issue the official donation receipt(s) accordingly.

SIGNED BY: _____

(Please print name of individual or organization representative)

Signature

Date



Northern Ontario Families of Children with Cancer

Registered Charity No. 86467 6713-RR 0001

THIRD PARTY FUNDRAISING AGREEMENT

Group/Individual Organizing Event: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone #: _____ Fax: _____ E-mail: _____

Website: _____

Event Name: _____

Start Date: _____ End Date: _____

Event Location: _____

Event Description: _____

Estimated event revenue/goal: _____

Estimated number of attendees/participants: _____

Will this be an annual event benefitting NOFCC? : _____

Percentage of proceeds to be donated to NOFCC: _____

Do you plan on using the NOFCC logo in any of your materials? : _____

Have you read and understood the conditions for using the name and logo in advertising? : _____

I, _____ have read and understood the accompanying Third-Party Event Guidelines and agree to abide by all policies and regulations mentioned therein. I agree to provide all information regarding the event to Northern Ontario Families of Children with Cancer in the manner described. I agree that Northern Ontario Families of Children with Cancer has no financial or legal responsibilities for the event.

Signature: _____ Date: _____

ACCEPTED AND AGREED:

EVENT ORGANIZER:

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

EVENT APPROVED BY NOFCC

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____



THIRD PARTY FUNDRAISING CONTRACT

A third party event is any fundraising activity developed by a non-affiliated group or individual where Northern Ontario Families of Children with Cancer has no financial responsibility and little-to-no staff/volunteer involvement. Although we actively encourage third-party fundraising events, all such events must be approved by Northern Ontario Families of Children with Cancer in advance.

This is an important safeguard to preserving the integrity of the Northern Ontario Families of Children with Cancer name and our commitment to raise the funds necessary to fulfill our mission in a cost-efficient and effective manner. While we are happy to provide guidance for your event, we do not have the personnel to handle the organizational and administrative tasks associated with third-party events. Therefore, the event sponsor is responsible for all details of the event, including:

- Underwriting all of the related costs
- Recruiting volunteers to help out at the event
- Publicizing the event
- Selling event tickets and/or finding participants
- Working at the actual event

Guidelines

1. The third party will carry out the event in a manner that respects and adheres to the mission of Northern Ontario Families of Children with Cancer.
2. Prior approval to hold a third-party event is required. Approval is based on the type, theme and financial viability of the event. Northern Ontario Families of Children with Cancer reserves the right to withhold the use of its name from any event it feels is inappropriate.
3. Organizers must sign a third-party event contract and return it to Northern Ontario Families of Children with Cancer.
4. Northern Ontario Families of Children with Cancer must assume no legal or financial liability associated with the event.
5. Northern Ontario Families of Children with Cancer is not responsible for any injury or damage to persons or property that may occur during the event.
6. The third party must abide by, enforce and observe all applicable laws, rules, regulations and ordinances of government authorities.
7. Proceeds from the fundraising event should be paid to Northern Ontario Families of Children with Cancer with **30 days** of the event.
8. Taking commission, for any purpose, on funds raised of a third party event is prohibited.
9. Northern Ontario Families of Children with Cancer agrees to advise the third party about Canada Revenue Agency regulations relating to the issuing of charitable tax receipts.

10. Third party organizers are responsible for the collection of each donor/participant (s) full name, mailing address, phone number (s), email, the date of the donation, and the amount of monies that was donated, along with the method of payment. Also, third party organizers will inform donors/participants that their information will be gathered only for tax receipt purposes and is given in confidence and is protected a strict privacy policy.
11. The event will be promoted in a manner to avoid statement or appearance of Northern Ontario Families of Children with Cancer endorsing any product, film, organization, individual, or service.
12. Northern Ontario Families of Children with Cancer will provide a logo and a written statement that indicates Northern Ontario Families of Children with Cancer is a recipient of a portion of the proceeds from the event.
13. All promotional materials must clearly state that Northern Ontario Families of Children with Cancer will be receiving a portion of the proceeds from the event.
14. Northern Ontario Families of Children with Cancer must approve all promotional materials, including but not limited to advertising, letters, brochures, flyers, and press releases prior to production or distribution.
15. If images of children are used in any promotional materials, all images must be decent and respectful.
16. Event organizers are responsible for obtaining all permits (i.e. gaming and liquor licenses) associated with the event, especially those for raffles and/or games of chance. These permits must be obtained and copies submitted prior to the event to NOFCC.
17. Event organizers are responsible for following postering policies for the institution/city.
18. Event organizers must obtain their own liability insurance to cover the event.
19. Northern Ontario Families of Children with Cancer is not financially liable for the promotion and/or staging of third-party events.
20. Support and participation by Northern Ontario Families of Children with Cancer staff/volunteers is voluntary and limited to available resources.
21. Northern Ontario Families of Children with Cancer may withdraw the right to use its name and cancel this third-party agreement at any time if has serious concerns about the event. Northern Ontario Families of Children with Cancer will not be responsible for financial or other damages that may result from this cancellation.
22. For certain events the third party is required to secure and provide evidence of General Liability in the amount of \$2,000,000 for the duration of the event. Northern Ontario Families of Children with Cancer is to be shown as additional insured and a certificate of insurance must be provided to NOFCC prior to the commencement of the event.

ACCEPTED AND AGREED:

EVENT ORGANIZER:

EVENT APPROVED BY NOFCC

SIGNATURE: _____

SIGNATURE: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____