

Big Brothers Big Sisters of Halton  
Third Party Event Package  
2011/2012

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Oakville, ON L6K 3W4  
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**Big Brothers Big Sisters**  
of Halton

*Thank you for supporting Big Brothers Big Sisters of Halton!!!  
Charitable Registration Number: 10779-0560-RR0001*

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Dear Friends,

Thank you for considering Big Brothers Big Sisters of Halton as your charity of choice.

Big Brothers Big Sisters of Halton is a mentoring organization for children, committed to providing caring adult relationships for children to promote their healthy development and enhance their self-esteem. Children in our programs are often living under very stressful circumstances and need a consistent adult role model and friend. Currently we support between 600-700 active children living in Halton Region. **However, there are still over 150 children waiting to be matched.**

Children are our future and every dollar raised brings us closer to making their future brighter. It takes approximately \$500 - \$1,000 to maintain a child a one of our programs for a year. This is where you can help!

Fundraising opportunities are endless! You could organize a bake sale, sports tournament, and dress down day at your workplace or a garage sale etc. So now that you have a few ideas, let us share a few secrets on how you can ensure your event is a great success without all the stress!

Sincerely,

Deborah Thomson, CFRE  
Fund Development Manager  
905-339-2355 x236  
[dthomson@bbbshalton.ca](mailto:dthomson@bbbshalton.ca)

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## **About Big Brothers Big Sisters of Halton**

**Our mission:** To help kids in need make healthy life choices through positive mentoring relationships.

Big Brothers Big Sisters of Halton offers over 45 years of experience serving the Halton community. Big Brothers opened its doors in 1965 and Big Sisters in 1968. As a merged agency, beginning in 2005, we are now a member of Big Brothers Big Sisters of Halton (BBBSH) and our service is offered in accordance with BBBS Canada National Standards of Service Delivery.

Our vision is simple! Every child who needs a mentor has a mentor.

By spending as little as one hour a week with a child our mentors provide much needed stability, friendship, guidance, and fun. We have numerous mentoring programs designed to meet the needs of both our children and volunteers.

In 2010, our agency served over 700 children in Halton. Children and youth in our programs demonstrate increased confidence, improved social skill, improved relationships with family and peers and an increased sense of hope for the future.

Our volunteers empower vulnerable children in our community to play, explore, learn, and dream.

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**Our Mentoring Programs**

**One-to-One mentoring:**

Our most recognized program matches a Big Brother or Big Sister 18 years of age or older with a child 6-17 years. The match plans two to four outings a month for at least one year. Matches are encouraged to plan fun and low cost activities as they build their friendship.

**Group Recreation:**

Big Brothers Big Sisters of Halton holds special events monthly in order to support our matched Bigs and Littles as well as provide children who are on our waiting list the opportunity to participate in recreational activities.

**In-School mentoring:**

In partnership with the Halton (Catholic as well) District School Board this program matches elementary girls and boys with a caring adult mentor. Matches meet for one hour each week during school hours and on school property to share fun and activities.

**Go Girls! *Healthy Bodies Healthy Minds***

A school based mentoring program for girls in Grades 7 and 8 promoting active living, balanced eating and positive self esteem. Female mentors aged 18-25 years are trained to lead the fun and interactive sessions over 7 weeks.

**Game On:**

Game On uses a mentor approach to provide boys and young men with information and support to make informed choices about a range of healthy lifestyle practices.

**Homework Club:**

An after-school mentoring program offered to boys and girls in grade 3-8 who require academic, social and / or emotional support.

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## **So Where Does the Money Go?**

At Big Brothers Big Sisters of Halton, child safety is paramount. Our initial intake, orientation, screening, training, matching, and supporting the safety and well being of our children and volunteers is intensive and a vital part of what we do.

Dedicated and professional casework staff maintains ongoing visits, telephone support, interviews and reference checks with our volunteers and families. Each year, our children and youth have the opportunity to participate in summer picnics, major sporting events and concerts, summer camp, holiday giving, educational, recreational, and learning outings. Most importantly, they receive professional and immediate crisis prevention and intervention.

In 2010 we provided preventative mentoring programs to over 700 children and youth between ages 6-16. We worked with over 594 volunteers from local businesses, community groups, colleges, and universities.

Big Brothers Big Sisters of Halton receives no government funding. United Way is our largest donor, contributing over 40% of our operating revenues. The remaining dollars are generated through agency driven events, as well as foundation, corporate, and individual support.

By supporting one of our 7 core mentoring programs, you can be assured your money will directly benefit the children

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## Tips to a Successful Fundraising Initiative

- 1.) **Form a committee.** Recruit some dynamic, energetic people who will share the work and help you with the planning of the event
- 2.) **Brainstorm and plan your event.** Decide who should attend the event and which roles each committee member plays. In order for an event to be successful, you must have a good plan in place.
- 3.) **Set Goals.** How many people will attend your event? What is your revenue goal? What are your expenses? Your goals should be realistic and attainable.
- 4.) **Make a budget.** Identify possible sources of revenue and outline all potential costs. For larger expenses, it is a good idea to get quotes from three different sources. Having a budget in place helps you avoid any unexpected surprises at the end of your event.
- 5.) **Schedule your event.** Secure the date, time, and place. You may also want to find out what other events are going on in your community that may conflict with your event.
- 6.) **Register you event.** Fill out attached *Event Proposal Form* as well as your *Event Budget Form* and fax it to 905-339-2354 or email to [dthomson@bbbshalton.ca](mailto:dthomson@bbbshalton.ca). If you have any questions or require assistance, call Big Brothers Big Sisters of Halton's Fund Development Manager at 905-339-2355 x236.
- 7.) **Promote and advertise** your event to family, friends, co-workers, community members, local service clubs etc. Big Brothers Big Sisters of Halton will advertise your event in our newsletter and on our website once you provide us with the details.
- 8.) **Have a great time at the event.** Fun is the name of the game!
- 9.) Remember to **thank everyone** who volunteered, participated, and supported your event.
- 10.) **Collect funds** within three weeks of the date of your event and submit your donation to Big Brothers Big Sisters of Halton.
- 11.) **Pat yourself on the back** for doing a great job and for knowing that the money you and you community raised will help make a difference in the lives of children in your community.

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**Fundraising Ideas**

*These are just a few ideas to get brainstorming – the sky's the limit – be creative!*

<b>Event</b>	<b>Description</b>
<i>Auction</i>	The most important part of the auction is the ability to secure donated items. Successful auctions offer unique items and services. An auction can be done on its own or in conjunction with other events. Having food and refreshments served before the event is a good idea.
<i>Bake Sale</i>	Bake sales are one of the most popular ways of fundraising. It requires minimal labor and is a great way to get everyone in your office/school/neighborhood involved.
<i>Barbeque</i>	Having an outdoor barbeque is a terrific opportunity to draw a large number of people from the community. Ask local businesses to donate to help decrease costs and increase revenue. Sale of drinks is a must and you may consider selling chips or cookies also.
<i>Board Game Tournament</i>	Choose a popular game such as Monopoly, Trivial Pursuit, or Scrabble and invite your friends, family, coworkers, and neighbors to play for prizes or just for fun. Funds can be raised through entry fees or pledges.
<i>Car Wash</i>	Car washes are one of the most popular fundraisers. They are great if you don't have time to spend planning a larger event.
<i>Cook Book</i>	Get your friends, family, colleagues, and neighbors to donate their favorite recipes and put them together in a book or CD form. Sell the book through your school, sports organization,

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	workplace or community centre.
<i>Dance-a-thon Skip-a-thon Swim-a-thon Walk-a-thon</i>	Get a group of people to help you organize this event. Find a venue; it can be at your school or local community centre. Advertise with posters and have the participants ask friends and family to pledge them. You can also give away prizes to add incentives.
<i>Dress Down/Casual Day</i>	Dress down or casual and have an employee or student place a donation for a specific amount.
<i>Garage Sale</i>	Organizing a garage sale is quite simple. Get a group of people to ask for slightly used donations from friends and people in local community. Have a number of volunteers to help out on the day of the event to sell the items.
<i>Golf/Softball/Hockey /Basketball Tournament</i>	Charity sports tournaments raise money through team registration sponsorship, auctions, and dinners. They are a lot of fun for players at all levels of experience. However, as fun as a tournament is, it does require some preparation and planning to pull the big event off. Early planning = success
<i>Host a Party</i>	Almost any kind of home entertainment can become a party space – a potluck dinner, weekend brunch, cocktail reception, birthday party, or a formal dinner party. Just tell your friends to provide a donation to Big Brothers Big Sisters instead of bringing a gift or hostess gift.
<i>Loonie Day/Penny Day</i>	Place money in a jar over once a week/month for period of time.
<i>Silent Auction</i>	Bids written on paper, set increments.
<i>Street Party</i>	Games, prizes, and a barbeque. Charge admission and a small fee to participate in games.

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**(INSERT EVENT TITLE HERE)**

Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Province: \_\_\_\_\_  
**ON** Postal Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

Please make all cheques payable to Big Brothers Big Sisters of Halton. All donations of \$20 or more with complete contact information will be issued a tax receipt. Phone number is mandatory for all credit card billing. <b><u>PLEASE PRINT CLEARLY.</u></b>		Method of Payment			
		Cheque Amount	Cash Amount	Amount to be billed	Amount Pledged Online
1 Name	Phone #:				
Address	City: Postal Code:				
2 Name	Phone #:				
Address	City: Postal Code:				
3 Name	Phone #:				
Address	City: Postal Code:				
4 Name	Phone #:				
Address	City: Postal Code:				
5 Name	Phone #:				
Address	City: Postal Code:				
6 Name	Phone #:				
Address	City: Postal Code:				
7 Name	Phone #:				
Address	City: Postal Code:				
8 Name	Phone #:				
Address	City: Postal Code:				
9 Name	Phone #:				
Address	City: Postal Code:				
10 Name	Phone #:				
Address	City: Postal Code:				
11 Name	Phone #:				
Address	City: Postal Code:				
12 Name	Phone #:				
Address	City: Postal Code:				
Call 905-339-2355 x236 or email events@bbbshalton.ca	<b>Subtotal:</b>				
	<b>Total:</b>				

Total # of forms submitted \_\_\_\_\_

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**Fundraising Proposal Form**

Thank you for your interest in supporting Big Brothers Big Sisters of Halton. Please complete the form in its entirety and return to the Big Brothers Big Sisters of Halton office by fax or email. If your event is still in its early stages and you are unable to fill out all details please do not worry as this can be completed and discussed at a later date. Big Brothers Big Sisters of Halton will carefully review your proposal and a representative will contact you as soon as possible.

**Fundraiser/Event Organizer Information**

Date of Proposal: \_\_\_\_\_  
Name of group/individual /business/organization hosting event:  
\_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: ON Postal Code: \_\_\_\_\_  
Primary Phone #: (\_\_\_\_) \_\_\_\_\_  
Secondary Phone #: (\_\_\_\_) \_\_\_\_\_  
Fax #: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**Event Information**

Event Name:  
\_\_\_\_\_  
Event Location:  
\_\_\_\_\_  
Event time: \_\_\_\_\_ Event date: \_\_\_\_\_

Brief Description of event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Will other charitable organization benefit from this event?

Yes            No

If yes, please specify the charitable organizations that will benefit:

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Please list any confirmed/prospective sponsors (if applicable):

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**Please indicate event promotion or support required (please check all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> Use of Name  | <input type="checkbox"/> Pledge forms – please specify approx. number _____     |
| <input type="checkbox"/> Use of Logo  | <input type="checkbox"/> Display Booth day of event                             |
| <input type="checkbox"/> Recognition following the event (i.e. check presentation)                      | <input type="checkbox"/> Big Brothers Big Sister of Halton promotional material |
| <input type="checkbox"/> Volunteer or Staff presence on day event – Please specify approx. number _____ | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Speaker on the day of event (dependant of availability)                        | _____   |

*In order for Big Brothers Big Sisters of Halton the best fulfill your request for support, please provide at least six weeks notice prior to the start of the event.*

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**How do you plan to raise funds? (Please check all that apply)**

- |                                      |                                |
|--------------------------------------|--------------------------------|
| <input type="radio"/> Ticket sales   | <input type="radio"/> Pledges: |
| <input type="radio"/> Donations      | <input type="radio"/> Other:   |
| <input type="radio"/> Admission Fees | _____                          |

**How will you promote this event? (Please check all that apply)**

- |  |   |
|--|---|
| <input type="radio"/> Posters                              | <input type="radio"/> Newspaper (List)        |
| <input type="radio"/> Flyers                               | _____   |
| <input type="radio"/> Web (Facebook, LinkedIn,<br>twitter) | <input type="radio"/> Radio (List)            |
| <input type="radio"/> Website                              | _____   |
| <input type="radio"/> Email                                | _____   |
| <input type="radio"/> Television (List)                    | <input type="radio"/> Other (Please specify): |
| _____  | _____   |

Expected number of participants: \_\_\_\_\_

Target audience: \_\_\_\_\_

What is your fundraising goal? \$ \_\_\_\_\_

What percentage of net proceeds will go to BBBSH? % \_\_\_\_\_

Do you require insurance, permits, licenses? Yes          No

***(If first time fundraising for Big Brothers Big Sisters of Halton, please provide 2 personal references)***

**1.** Reference Name: \_\_\_\_\_

Relationship to Third Party Event Coordinator: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

**2.** Reference Name: \_\_\_\_\_

Relationship to Third Party Event Coordinator: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

**I have read and understood Big Brothers Big Sisters of Halton guidelines for third party fundraising events and agree to abide by them.**

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

(Print Name) \_\_\_\_\_

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## Checklist

Thank you for your interest in organizing a third party fundraising event for Big Brothers Big Sisters of Halton. We truly appreciate the generosity and efforts of you and your friends in the community who share our commitment to providing caring adult relationships for children. Included in the next few pages are forms to complete and return to Big Brothers Big Sisters of Halton before your fundraising effort begins. Please find below a checklist to help you in your process of starting you fundraising event.

- Carefully read the *Fundraising Guidelines*
- Fill out and sign the *Fundraising Proposal Form* which indicates that you have read the Big Brothers Big Sisters of Halton *Guidelines* for third party fundraising events
- Now all you have to do is fax or mail in your *Fundraising Proposal Form* in to:

Big Brothers Big Sisters of  
Halton  
464 Morden Road  
Oakville, ON L6K 3W4  
Fax: 905-339-2354

Big Brothers Big Sisters of  
Halton  
69 Main Street East, Unit 4  
Milton, ON L9T 2Y6  
Fax: 905-339-2354

If you have any questions please contact Deborah Thomson at 905-339-2355 x 236 or email at [dthomson@bbbshalton.ca](mailto:dthomson@bbbshalton.ca).

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