

Your Guide as an Organizer

Thank you for considering fundraising for PROCURE. If you have any questions, please do not hesitate to contact us at 1 855 899-2873 or info@procure.ca.

Guiding Principles

- PROCURE can provide a letter of authorization to validate the authenticity of event.
- PROCURE can feature your event in our online publications.
- PROCURE can coordinate attendance by a PROCURE representative at a cheque presentation. Details will be handled on a case by case basis.
- PROCURE can provide informational brochures about PROCURE and about prostate cancer
- Attendance at the event by a member of the PROCURE staff, based on availability and scheduled in advance is available.
- PROCURE must approve any fundraising event before contributions can be solicited in the name of PROCURE.
- Re-occurring annual events or one-time events require application approval on a pre-event basis.
- PROCURE does not release donor, volunteer, physician, patient, board member or other mailing lists or information to outside groups for any reason.
- PROCURE cannot provide financial support to third party fundraising.
- PROCURE cannot solicit sponsorship revenue for outside fundraising activities organized by a third party.

Legal Policies

- PROCURE is not liable for any injuries sustained by event volunteers or participants related to a third-party fundraising event benefiting PROCURE and cannot assume any type of liability for said event. The event organizers are responsible for obtaining any necessary permits, licenses or insurance required.

Publicity Guidelines

- Event publicity is the responsibility of the event organizers; however, event publicity such as flyers, press release, public service announcements, etc... must be reviewed by PROCURE.
- The suggested way to describe PROCURE's involvement is to list the event name followed by "benefiting PROCURE" or "to benefit PROCURE" and clearly stating how PROCURE will benefit, i.e., "net proceeds" or "a percentage of sales."

Guidelines for logo use

- PROCURE's name and logo must appear in a prominent location in all advertising and promotional materials
- PROCURE's logo may be used only in conjunction with the PROCURE name
- Any promotional material bearing the PROCURE logo must be reviewed by PROCURE before being introduced to the public.

Financial Guidelines

- Third-party fundraisers are responsible for paying all fundraising expenses related to their activity even if the event is cancelled mid-stream.
- Event expenses should be 30% or less of the total amount raised, including any in-kind donations. Research your expenses and have your budget in place prior to determining if you can have a charity partner
- If your event expenses are greater than the total collected, the group conducting the event is responsible for payment of these additional expenses
- Bank accounts in the name of PROCURE are not permitted
- A summary of income and expenses must be maintained and presented to PROCURE by the third-party organizer at the close of the event
- PROCURE should receive net proceeds within 30 (thirty) days of the event

Financial Guidelines (cont')

- If PROCURE is designated or portrayed to the public as sole beneficiary, PROCURE should receive 100% of the net proceeds
- The final amount of the donations should be made payable to PROCURE and sent to our office within 30 days of the event

Tax Receipts

- PROCURE strictly follows the guidelines for issuing tax receipts as outlined by the Canada Revenue Agency (CRA).
- All tax receipts procedures must be pre-approved by PROCURE to avoid any misunderstanding on the part of the donor
- Some information about the donor is required to issue receipts for tax purposes. You are responsible for this information, which include: names, addresses and contact details of all your donors and their email address. An Excel table is sent as an attachment to this document you
- Receipts will only be issued after the funds have been received by PROCURE. No exceptions will be made to this rule
- PROCURE can provide a written acknowledgment to donors who make cheques payable to PROCURE in the form of an official tax receipt only with the donors' full name and address
- In the case of income donations coming directly to PROCURE (i.e. event tickets), the PROCURE office will provide a listing of income/donations to event organizers

Please note that we reserve the right to review all related contracts and agreements. If you have any questions about these guidelines or would like more information about organizing a fundraising activity to benefit the foundation, please contact us.