

*The  
difference  
is  
you*



# Volunteer Handbook

Campaigns run September 14 to November 18, 2011



Where ideas work



Provincial Employees Community Services Fund

**(Intentionally left blank)**

# TABLE OF CONTENTS

<b>1) MISSION &amp; HISTORY OF THE COMMUNITY FUND</b>	<b>1</b>
• Mission and History of the Community Fund	3
• Campaign Results – Historical and Provincial	5
<b>2) KEY CONTACTS</b>	<b>6</b>
• The Community Fund Office Contacts	7
<b>3) PROVINCIAL CAMPAIGN TIMELINE</b>	<b>9</b>
<b>4) ANNUAL CAMPAIGN PROCEDURES</b>	<b>10</b>
• The Role and Responsibilities of a Community Fund Representative, Coordinator and Chair	11
• The Role and Responsibilities of a Community Fund Canvasser	12
• Suggested Action Plan Timeline	13
• Action Plan Checklist	14-15
• Organize a Campaign Committee	16-17
• Obtain the Support of Your Executive	18-19
• Identify Units to Be Canvassed	20
• Recruit Canvassers	21
• Develop Objectives and Strategies	22
• Order Supplies Needed to Run Your Campaign	23
• Train Your Canvassers	24-25
• Canvasser Thank You Event	26
• Frequently Asked Questions by Canvassers	27-29
• Communication Strategies	30
<b>5) PLEDGES</b>	<b>32</b>
• Criteria for Eligible Donors	33
• Options for Making a Donation	33
• Methods of Payment	34
• How to Pledge	35-36
• The Pledge Process	37
• Privacy and Security	37
• Sample Pledge Form (GOV)	38
• Sample Pledge Form (Retiree)	39
• Frequently Asked Questions by Donors	40-41
<b>6) GAMING/FUNDRAISERS &amp; SPECIAL EVENTS</b>	<b>43</b>
• Gaming, Fundraising & Special Events	44

# TABLE OF CONTENTS

– Victoria Kick-Off Event	45
– Lower Mainland Campaign Kick-Off Event	45
– Ministry/Entity Kick-Off Event	45
– Awareness Events	46
– Participation Incentives	46
– Fundraisers	46
– Gaming Activities	46
• Gaming Policy and Enforcement Branch letter	47
• Recording Fundraising and Gaming Events	48
• Example of a Completed Fundraiser Form	49
• Example of a Completed Gaming Form	50
• Guidelines for Submitting Proceeds from an Event	51
• Planning Special Events	52-53
• Special Event Chart	54
• Advertising (Samples)	55-57
• Campaign Announcement Emails (Sample)	58-59
• Templates: Prize Solicitation and Thank you Letters	60-62
<b>7) STATISTICS PROCEDURE</b>	<b>64</b>
• Completing Community Fund Statistical Forms	65
– Form AB – Canvasser Statistical Reporting Form	65-66
– Thank You Calendar / Pledge Card	66
– Pledge Forms	66-67
– Form C – Campaign Statistical Reporting Form	67
– Completing the Participation Section	67
– Completing the Fundraising and Gaming Section	68
• Form AB - Canvasser Statistical Report	69
• Form C - Campaign Statistical Report	70-71
<b>8) CAMPAIGN MATERIALS</b>	<b>73</b>
• The Community Fund Advantage	75
• What your Donation can do - Stretching your dollars!	76-79
• Thank you Calendar/ Pledge Information	80
• Campaign Supply Order Form	81
• Letterhead	82

# TABLE OF CONTENTS

9)	APPENDIX		
	a.	EXAMPLES OF SPECIAL EVENTS	i-xiv
	b.	GAMING DO'S AND DON'TS FOR CAMPAIGN 2011	xv-xvi

# **TABLE OF CONTENTS**

**(Intentionally left blank)**

**Section 1**  
**MISSION & HISTORY OF**  
**THE COMMUNITY FUND**

## **MISSION & HISTORY OF THE COMMUNITY FUND**

**Read about our employee initiated and driven charitable giving program which has become the PECSF tradition.**

**This tradition continues because of your  
Caring For Our Community.**

### **MISSION**

BC Government employees strengthen communities by contributing to BC charities through their workplace fundraising campaign.

# MISSION & HISTORY OF THE COMMUNITY FUND

## Goals

1. Provincial government employees have the ability to donate to local charitable organizations through bi-weekly and one-time payroll deductions, and through fundraising events.
2. Funding requests are reviewed from non-profit organizations serving the needs of individuals in the local community.
3. The donated funds are administered in accordance with *Generally Accepted Accounting Principles* and are distributed to approved charitable organizations.

## HISTORY

The Community Fund was founded in 1965 to facilitate provincial government employee contributions to local non-profit organizations. This was the beginning of the automatic payroll deduction to charity programs for employees.

- 100% of donations are given to the non-profit agency.
- Government absorbs all administrative costs.
- Donations stay within the local community.

The Community Fund is an Employee Trust registered with the federal government and is the **only organization authorized to conduct a canvass** of provincial government employees in the work place.

- The Community Fund central office in Victoria has three staff members who manage and administer the Fund.
- A Board of Directors supports the Community Fund by clarifying policies and procedures relating to strategic planning and financial decisions.
- Each year two Deputy Ministers are invited to serve as Campaign Honorary Chair and Vice Honorary Chair.
- Since its inception, the Community Fund has expanded to serve 28 communities throughout British Columbia, each with its own employee volunteer committee.
- Community Fund campaigns are coordinated by local employees within their regions. In Victoria and the Lower Mainland, each ministry, agency, board or commission designates at least one representative who coordinates the local Community Fund Campaign. A volunteer group of canvassers, who report directly to their Community Fund representative, facilitate the canvassing in their respective work areas.
- Outside of Victoria and the Lower Mainland, Regional Committees, made up of local government employees, coordinate the Campaigns. Canvassers within each

## MISSION & HISTORY OF THE COMMUNITY FUND

of the ministries report to their Regional Chairperson who in turn reports to the Community Fund central office.

- Each year the Community Fund central office conducts training sessions to instruct new Community Fund representatives and canvassers about campaign procedures and refresh seasoned volunteer employees.
- Each year campaign kick-off events are held to initiate the start of the campaign, which runs from September to the end of November. The events provide an opportunity for Community Fund representatives and canvassers to meet the charitable organizations funded by the Community Fund. This is also a time for representatives and canvassers to network, share ideas and build a momentum to carry through the campaign.
- Thank You and Recognition Events are held to recognize Community Fund volunteers and their efforts. These sessions are also a celebration of the work carried out for the Community Fund. Awards and certificates of appreciation are presented.
- All employee contributions are forwarded to the Community Fund central office in Victoria for distribution to charitable organizations. In most cases, contributions are disbursed on a semi-annual basis to the various non-profit agencies indicated by the contributors.
- The volunteer committees in each region conduct an annual review of the supported charities to ensure that they continue to meet the required criteria. Every three years, committees accept new applications for funding and conduct interviews of charities wishing to be part of the campaign.
- The Office of the Auditor General of British Columbia conducts an annual audit of the Provincial Employees Community Services Fund. The audit provides contributors with assurance and confidence in their decision to support the Community Fund.
- **Campaign 2010 raised over \$1.9 million and supported over 880 non-profit organizations province-wide!**
- **Over the last 46 years, the Community Fund has raised over \$37 million.**

# MISSION & HISTORY OF THE COMMUNITY FUND

## CAMPAIGN RESULTS – HISTORICAL AND PROVINCIAL

Campaign 2010 Results by Region as of January 2011						
Regional District	2005	2006	2007	2008	2009	2010
Alberni-Clayoquot	\$5,324	\$6,020	\$7,003	\$6,691	\$6,739	\$8,819
Bulkley-Nechako	\$15,018	\$17,082	\$21,407	\$21,192	\$18,168	\$14,097
Cariboo	\$16,086	\$15,813	\$13,464	\$20,260	\$20,889	\$20,637
Central Coast	\$1,630	\$1,084	\$650	\$950	\$1,970	\$1,690
Central Kootenay	\$7,542	\$7,345	\$7,658	\$8,782	\$7,317	\$5,788
Central Okanagan	\$9,508	\$11,674	\$9,447	\$14,354	\$15,670	\$19,149
Columbia-Shuswap	\$707	\$1,376	\$1,934	\$1,677	\$1,489	\$3,440
Comox-Strathcona	\$20,467	\$20,269	\$21,292	\$21,909	\$25,077	\$22,179
Cowichan Valley	\$16,170	\$16,207	\$19,400	\$20,030	\$21,342	\$16,695
East Kootenay	\$3,239	\$3,237	\$4,654	\$3,965	\$2,522	\$3,413
Fraser Valley	\$24,713	\$29,556	\$30,767	\$37,511	\$33,478	\$37,309
Fraser-Fort George	\$39,442	\$41,324	\$44,254	\$41,057	\$45,532	\$43,153
Kitimat-Stikine	\$5,023	\$4,104	\$4,503	\$5,017	\$5,461	\$6,002
Kootenay Boundary	\$4,957	\$4,632	\$5,077	\$6,172	\$4,597	\$2,272
Mount Waddington	\$3,939	\$2,901	\$4,222	\$3,302	\$4,950	\$5,456
Nanaimo	\$41,460	\$43,966	\$52,455	\$56,954	\$61,710	\$52,639
North Okanagan	\$2,503	\$2,910	\$5,251	\$4,136	\$3,831	\$4,339
Northern Rockies	\$2,080	\$903	\$1,809	\$300	\$61	\$522
Okanagan-Similkameen	\$4,261	\$3,242	\$6,820	\$5,684	\$9,990	\$16,014
Peace River	\$10,981	\$7,465	\$9,737	\$9,739	\$8,299	\$9,644
Powell River	\$3,698	\$3,966	\$3,683	\$4,181	\$3,862	\$3,032
Skeena-Queen Charlotte	\$898	\$1,335	\$1,482	\$2,164	\$1,653	\$1,655
Squamish-Lillooet	\$3,164	\$3,005	\$2,412	\$2,164	\$3,331	\$4,396
Stikine	-	\$1,820	-	\$130	-	-
Sunshine Coast	\$1,870	\$2,871	\$2,536	\$2,766	\$2,663	\$2,545
Thompson-Nicola	\$30,111	\$28,041	\$49,307	\$56,142	\$53,335	\$54,978
Greater Vancouver	\$301,670	\$267,883	\$271,907	\$306,674	\$328,974	\$319,121
Capital	\$1,086,364	\$1,180,305	\$1,263,272	\$1,339,081	\$1,321,699	\$1,235,705
<b>Grand Total</b>	<b>\$1,662,825</b>	<b>\$1,730,336</b>	<b>\$1,866,403</b>	<b>\$2,002,985</b>	<b>\$2,014,610</b>	<b>1,914,689</b>

## **Section 2**

# **KEY CONTACTS**

## **THE COMMUNITY FUND OFFICE CONTACTS**

**Frances Gorman**  
Campaign Manager  
250 356 1736  
Frances.Gorman@gov.bc.ca

**Anne Davis**  
Financial Officer  
250 387 4658  
Anne.Davis@gov.bc.ca

**Linda Bottomley**  
Volunteer Coordinator  
250 356 1771  
Linda.Bottomley@gov.bc.ca

**Jodie Hemming**  
Community Fund Assistant  
Jodie.Hemming@gov.bc.ca

### **Office Location:**

2nd Floor, 810 Blanshard Street  
Victoria, BC

### **Mailing Address:**

PO Box 9564 Stn Prov Govt  
Victoria, BC V8W 9C5

Fax Number 250 952 6781

### **Community Fund Website:**

[www.communityfund.gov.bc.ca](http://www.communityfund.gov.bc.ca)

Email: pecsf@gov.bc.ca

## **Section 3**

# **PROVINCIAL CAMPAIGN TIMELINE**

## PROVINCIAL TIMELINE

### PROVINCIAL TIMELINE FOR THE COMMUNITY FUND 2011 CAMPAIGN

**September 14<sup>th</sup> – November 18<sup>th</sup>, 2011**

<b>ACTION</b>	<b>WHEN</b>
Community Fund Volunteers Training Sessions	July 19-21st, 2011 August 23-25, 2011
Ordering of campaign materials from the Community Fund office	August and September 2011
Campaign Kick-offs	Victoria – September 14, 2011 Vancouver - September 29, 2011
Timeframe for sending pledge forms to the Community Fund office	September 14 – November 18, 2011
All completed Stats Forms AB and C to the Community Fund office	November 30, 2011
The Community Fund Recognition Events	Victoria – January 19, 2012 Vancouver- February 1, 2012

**Section 4**  
**ANNUAL CAMPAIGN PROCEDURES**

## ROLES AND RESPONSIBILITIES COMMUNITY FUND COORDINATORS OR REGIONAL COORDINATORS/CHAIRS

### Role

The role of a Community Fund Coordinator or Regional Coordinator/Chair is to assume leadership for the entire campaign. He or she sets the tone, brings together the necessary resources, delegates specific tasks and guides the process.

### Responsibilities

1. Become knowledgeable about the Community Fund and its non-profit organizations. *(See Mission, History and Principles section of the handbook.)*
2. Represent your organization at Community Fund functions including the training symposium, the Community Fund Kick-Off and Thank You events (If applicable), and any other Kick-Off awareness event held in your ministry/entity/region.
3. Establish an Action Plan for your campaign. *For specific details, see the Suggested Action Plan Timeline in this section of the handbook.*

### A brief overview of what your Action Plan could include:

- Organize a campaign committee and allocate areas of responsibility.
- Obtain the support of your Executive.
- Identify units to be canvassed in your organization.
- Develop strategies and objectives with your campaign committee.  
*Ministry/entity-specific timelines, goals, special events will be decided.*
- Recruit canvassers.
- Order supplies needed to run your campaign. Train your canvassers.
- Run your campaign.
- Submit pledge forms, prize draw entries, and fundraising and gaming e- forms **by Wednesday, November 30, 2011.**
- Compile your statistics.
- Plan and hold a Canvasser Thank You event.

**Have Fun!**

## ROLE AND RESPONSIBILITIES COMMUNITY FUND CANVASSER

### Role

The role of a Community Fund Canvasser is to contact potential donors and deliver the Community Fund message to them, while distributing the Provincial Employees 'Thank you' calendar/pledge info. The Canvasser also assists with the promotion of awareness events.

### Responsibilities

- Become knowledgeable about the Community Fund Advantages and the Fund Supported Pool of non-profit organizations.
- Attend the scheduled training session and campaign committee meetings.
- Become familiar with the material in the Volunteer Handbook, also available on the Community Fund website at **www.communityfund.gov.bc.ca**.
- Identify yourself to colleagues as the Community Fund canvasser for your assigned canvassing unit and be available to answer questions co-workers may have regarding the Community Fund campaign.
- Provide co-workers with the campaign timeline.
- Display posters and other campaign information material.
- Confirm the names of the employees you will be canvassing – **see Form AB** (the Canvasser statistical sheet that lists all potential donors in the Canvasser's area) sent by the Coordinator. If some employees are not on the list, please add them and put a line through the names of the employees who are not in your area of responsibility.
- Distribute Thank You Calendars and pledge forms, if necessary.
- Initiate a small fundraiser in your unit to stimulate interest (optional).  
(See the *Special Events Section*)
- Collect the Prize Draw Entries, any pledge forms and follow up with those on vacation or on leave.
- Complete the donor tracking column on the Canvasser Statistical Sheet (**Form AB**).
- Forward the completed prize draw entries pledge forms, and Form AB to your Ministry Coordinator **by Friday, November 25, 2011**.
- Thank all donors for participating.
- Display results and show contest winners.

**Have Fun!**

## SUGGESTED ACTION PLAN TIMELINE

For Representative, Coordinator, or Chair  
A Basic Guide to Running Your Campaign

ACTION	TIMELINE	STATUS
<b>Step 1</b> Develop an Action Plan Checklist		
<b>Step 2</b> Organize a Campaign Committee		
<b>Step 3</b> Obtain the Support of Your Executive		
<b>Step 4</b> Identify Units to be Canvassed in your Organization		
<b>Step 5</b> Recruit Canvassers		
<b>Step 6</b> Develop Strategies and Objectives		
<b>Step 7</b> Gather Supplies Needed to Run Your Campaign		
<b>Step 8</b> Train Your Canvassers		
<b>Step 9</b> Organize Canvasser Thank You Event		

**Note:** This year's Campaign will run from **September 14 to November 18, 2011**. Each Ministry runs a Campaign within that time frame. It could be for up to a month or just a few days. It's up to the Coordinator/Chair and Canvassers.

## STEP 1: ACTION PLAN CHECKLIST

Please consider what is applicable to your region or worksite.

ACTION	STATUS
Determine the number of canvassers you will need.	
If possible, contact previous Coordinator for tips.	
Contact and confirm support from former Canvassers.	
Recruit Canvassers for all other areas not covered.	
Hold brainstorming meeting with Canvassers to plan events.	
Acquire prizes for events and giveaways.	
Ensure canvassers are familiar with Online Pledge process.	
Ensure email of support from Deputy Minister is sent to all staff.	
Keep Executive informed of campaign highlights and progress on a Bi-weekly basis.	
Ensure Canvassers have Thank You Calendars, pledge forms, Canvasser training packages and other campaign materials they will need.	
Email all staff introducing yourself and your Canvassers. Announce the Ministry Kick-Off date of the campaign and follow-up with bi-weekly emails highlighting progress & announcing campaign events.	
Hold the ministry/organization/worksite kick-off awareness event during the first week of your campaign.	
Begin canvassing in all branches during the first week of your campaign.	
Send notes of encouragement to all Canvassers. Check-in to see if they need any assistance.	

## ACTION PLAN CHECKLIST Cont'd.

If hosting events, try to have the free or less costly awareness events early in the Campaign and large fundraising events later.	
Collect Prize Draw entries, pledge forms and Stats Form AB from all Canvassers.	
Forward pledge cards, pledge forms and statistical forms to the Community Fund office <b><i>no later than Wednesday, November 30, 2011.</i></b>	
Complete Fundraiser and Gaming E-Forms. Deposit proceeds into the Community Fund Bank account at Coast Capital Savings Credit Union. <i>(If applicable)</i> <b><i>Please note, Gaming proceeds must be deposited into the specific Gaming bank account – the account number is on the Gaming Form.</i></b>	
Ensure Canvassers have followed up on late pledges and with employees who have been on vacation.	
Forward all outstanding materials including any funds and pledge forms to the Community Fund office.	
Finalize stats and complete Form C. Forward the form to the Community Fund office along with all original Form AB's.	
Let your organization and Executive know how they did. The Community Fund office will confirm your Ministry's final stats in January.	
Thank as many people as possible.	
Send out all award prizes from raffles/incentives to the winners.	
Update Campaign file with notes to assist in next year's campaign.	

### CONSIDERATION:

- Contests/challenges between branches? If you decide to do this as an incentive, announce it at the Ministry Kick-Off event before canvassing begins..

## STEP 2: ORGANIZE A CAMPAIGN COMMITTEE

### Recruit specialists to lead specific areas of your campaign.

Please consider what is applicable to your Ministry/Region. Larger ministries or Regions covering a wide geographical area might require more support from various committee members.

<b>Suggested Committee</b>	<b>Considerations</b>
<b>Pledge Info Coordinator</b>	<ul style="list-style-type: none"> <li>• Use Canvasser Statistical Sheet (Form AB) to assist in distributing Thank You Calendars/pledge info.</li> <li>• On your copy of the Form AB, record the canvassers who are assigned to employees before handing out Thank You Calendars/pledge info.</li> <li>• All employees in the CHIPS payroll system can Pledge Online – ensure your canvassers are familiar with the process. All other employees can authorize their pledge by completing a Pledge Form.</li> <li>• Collect Community Fund Prize Draw entries and record on Form AB. (Name &amp; Ministry is sufficient. We do not need pledge amount.)</li> <li>• Collect any pledge forms and any cheques with completed Form AB from the canvasser of each branch/division</li> <li>• Ensure pledge forms are completed in full, including employee signature for payroll deductions. Ensure cheques are attached to the appropriate Pledge Form.</li> <li>• If employees select the Fund Supported Pool they cannot select Donor Choice Charities.</li> <li>• Larger Ministries: To help with your stats, you might consider appointing a Stats Coordinator to collate information from, Fundraising and Gaming E-Forms, and Form AB's into Form C.</li> </ul>
<b>Statistics Coordinator</b>	<ul style="list-style-type: none"> <li>• Reconcile Form AB with online stat reports.</li> <li>• Forward any pledge forms to the Community Fund office. Attach any cheques to the appropriate pledge forms.</li> <li>• Instructions have been provided to the Coordinators for depositing Fundraising and Gaming proceeds directly into Coast Capital Savings Credit Union (applicable mainly in Capital and Lower Mainland Regions). Service BC is for regional deposits.</li> <li>• Complete Form C and compile campaign stats for your ministry/entity records. Send an electronic copy of Form C to Community Fund with copies of all Form AB's.</li> <li>• The Community Fund office will forward you your final stats in January.</li> </ul>

*Provincial Employees Community Services Fund (Community Fund)*

<p><b>Communications Coordinator</b></p>	<ul style="list-style-type: none"> <li>• Create email distribution lists for canvassers.</li> <li>• Email all staff announcing start, progress and end of campaign. (Include the link to donate online each time)</li> <li>• Send biweekly emails including charity information and progress.</li> <li>• Inform the Community Fund office and your Ministry intranet of campaign events in your workplace.</li> <li>• Write an article for your Ministry newsletter/post event announcements and pictures on the Community Fund Crusaders SharePoint site</li> <li>• Promote events within your Ministry.</li> <li>• Take photographs and give incentive prizes</li> </ul> <p><b>Ask permission to use “Ministry” email distribution list, if necessary.</b> This distribution list should be used <u>with discretion</u>. Too many emails are annoying.</p>
<p><b>Events Coordinator</b></p>	<ul style="list-style-type: none"> <li>• Organize Ministry/entity Kick-Off event</li> <li>• Invite charitable organization speakers, and arrange for charity organization displays.</li> <li>• Arrange time, location, invitations, refreshments, name tags for executive and guests.</li> <li>• Post items on the <b>Community Fund On-Line Auction</b> site.</li> <li>• Assist canvassers in fund-raising if needed.</li> <li>• Host larger fundraising events later in the Campaign.</li> </ul>
<p><b>Incentives/Prizes Coordinator</b></p>	<ul style="list-style-type: none"> <li>• Collect donations to be used as campaign incentives and prizes.</li> <li>• Ensure you thank any sponsors or donors of prizes.</li> </ul>

## **STEP 3: OBTAIN THE SUPPORT OF YOUR EXECUTIVE/SENIOR MANAGEMENT**

*\*Please consider what is applicable to your Region or Ministry.*

Arrange with the Executive's assistant to be on the Executive meeting agenda. Ask early, as it is not always possible to be put on the agenda immediately. Invite your committee to attend with you.

The extent to which you follow these instructions will depend on your Ministry and/or Region and can vary greatly depending on size and location. Your Executive will be informed about the Campaign by the Honorary Chair for this year's Campaign.

### **Items to prepare before meeting with your Executive prior to your campaign:**

#### **Proposed Budget** (Keeping in mind the fiscal climate)

- For incentive prizes, planned events, recognition of canvassers, food etc.

#### **Timeline**

- Start and end dates of your campaign
- Date of Ministry/entity Kick-Off event (if applicable)
- Date of fundraising/awareness events (if known)
- Date of Thank You event (if applicable)

#### **Scheduled Events**

- Prepare a list of suggested events you would like to arrange and prize ideas.
- Ideas for Campaign incentives?

#### **Hand-outs**

- Prepare copies of statistics for your Ministry, entity, or region to hand out during your meeting.
- How much your Ministry raised last year and what ministries you will be competing with this year

#### **Goal(s)**

- Determine the goals of your Ministry, entity, or region, such as increasing your participation rate, maintaining your current award status or surpassing last year's dollar figure etc.
- Highlight ways and means for Executive to get involved with the Campaign.

## **Highlights to include in an Executive Presentation**

### **Request your executive to:**

- Nominate one member of their team to be the sponsor for the Community Fund, to represent executive and be your contact during the Campaign.
- Provide input. They may have suggestions for events and prizes.
- Participate in the Kick-Off Event. (Recommended Ministry/entity Kick-Off Event is to have executive serve coffee/ donuts/ fruit at a “ Meet and Greet”)
- Encourage the division’s management and staff to support the Campaign and volunteers. If required, ask your executive for assistance in recruiting more committee members.
- Communicate his/her support of the campaign by sending an email to all employees (a draft of this email is prepared by the Community Fund office and sent to your Deputy Minister's office.)

## **STEP 4: IDENTIFY UNITS TO BE CANVASSED**

### **Divide your organization into areas to be canvassed**

- The Community Fund office will provide a master Form AB identifying all of the eligible donors in your ministry, entity, or region so that you can assign employees to individual canvassers. (One canvasser to twenty staff is an ideal ratio).
- Divide the master Form AB into smaller lists as per the Employee Groups canvassed by your canvassers. Enter the canvasser's name on their Form AB and save the file under the canvasser's name. Send the canvasser a copy electronically. (For every canvasser you should have a saved Form AB)
- Employees will return their Community Fund Prize Draw entry to their canvasser and the canvasser will update the Form AB.
- The Community Fund office will send regular bi-weekly updates of who has donated online in your Ministry/Region. Update your canvassers with regards to their Employee Group. It will help them to keep track of who has already pledged their support.

## **STEP 5: RECRUIT CANVASSERS**

**One canvasser for every 20 staff is an ideal ratio.**

### **Contact Former Canvassers**

Are they willing to be canvassers for this Campaign?

- **Yes** - was the size of the area they canvassed last year reasonable or do you need to find another canvasser to assist them?
- **No** - are they able to recommend a colleague?
- **No** - ask the canvasser if they would be willing to provide any feedback to the Community Fund office.

### **Recruit New Canvassers Where Needed**

If you have a Ministry with more than one location, or large divisions, consider appointing captains to head and recruit groups of canvassers in each location.

- Recruit people who are friendly, well respected, outgoing and motivated.
- Recruit canvassers who are from the area(s) that will be canvassed.
- Ensure you have recruited canvassers for new branches that may have been added to your Ministry/entity since the last campaign.
- If you cannot find a canvasser for a specific branch, ask the Director/Manager of that branch for his/her assistance in recruiting someone.

### **Ensure all canvassers are aware of their Roles and Responsibilities as a Community Fund Canvasser.**

- Several areas have the roles and responsibilities posted, the Community Fund website, the Community Fund Handbook and the Canvasser Package (available online).

### **Inform your Canvassers of the date of the Canvasser Training in your ministry/entity or region.**

- Community Fund staff want to support your canvasser training and launch events when available. Remember to invite us!
- If you have a small organization, where the canvassers are experienced, a meeting before the campaign will assist in getting the best results and give you a chance to strategize and try some team building exercises.

## **STEP 6: DEVELOP OBJECTIVES AND STRATEGIES**

**Collaborate with your Campaign Committee.**

### **Finalize Your Timeline**

- With your committee, review the timeline of the campaign ensuring that you have enough time to finish before the campaign end date. Also, confirm the dates of your canvasser training, Kick-Off event, fundraising events and canvasser Thank You event.
- Arrange team meetings throughout your campaign to discuss progress and to keep on track. Keep your committee informed and involved to guarantee enthusiasm.

### **Establish Campaign Goals**

- Decide on a percentage participation or dollar goal.
- Set a realistic goal based on past statistics.
- Learn from past successes and failures. If you're new, talk to last year's Community Fund representative for your area.

### **Review Campaign Committee Members' Responsibilities**

- Address any questions or concerns members have about their roles on the committee.
- Ensure that each member is given enough training and material to complete their task.
- Ensure each member is aware of the units to be canvassed in your Ministry, entity or region

### **Discuss Your Communications Strategies**

- Communication strategies may incorporate a theme or "campaign phrase"
- See section on Communications Strategies pg. 30

### **Plan Your Special Events**

- Talk to other Community Fund representatives or visit the Community Fund Crusaders SharePoint site for event ideas.
- Create some incentives for canvassers and potential contributors. Convey to all that we are giving back to the community.
- Post your events on the Community Fund Crusaders SharePoint site and/or @work.

## STEP 7: ORDER SUPPLIES AND MATERIALS NEEDED TO RUN YOUR CAMPAIGN

- **Thank You Calendars/Pledge Info** – order enough calendars for each employee in your Ministry/entity.
- **Pledge Forms** – Employees in CHIPS payroll system can donate online via the Employee Self Serve (ESS). Pledge forms are available on the website and the Crusaders SharePoint for donors who prefer the manual form, retirees or employees who do not have access to ESS, i.e. entities outside the Government payroll system.
- **Community Fund Charity Listing** – Includes references to all Fund Supported and Donor Choice charities in your region "Charities by Regions"  
[www.communityfund.gov.bc.ca](http://www.communityfund.gov.bc.ca)
- **Charity Promotional Information List (by Region)** – includes organizations and contact information to arrange charity speakers for your events.
- **Community Fund Posters** – order enough for all branches and central areas.
- **Gaming License Number** – Effective September 1, 2011 our Provincial Gaming License number for 50/50 and ticket raffle gaming events is **#36171**.
- **Raffle Tickets** - request by telephone, email or on your Campaign Supply Order Form. Note: only PECSF tickets may be used for ticket raffles.
- **Community Fund Banner** – Email or call the Community Fund Office to reserve the banner for your event. (Subject to availability.)
- **Community Fund Logo** – available on website.
- **Canvasser Training Resources** - available on the website [www.communityfund.gov.bc.ca](http://www.communityfund.gov.bc.ca). (Under "Resources" click on Community Fund Forms) and Community Fund Crusaders SharePoint site.  
[www.bcpsa-collaboration.gov.bc.ca/communityfund](http://www.bcpsa-collaboration.gov.bc.ca/communityfund).
- **Volunteer Wristband Identifiers** – order one for each volunteer associated with your Ministry campaign.
- **Community Fund Letterhead / Envelopes** - can be used for requests for prizes or thank you letters, etc. Letterhead can be downloaded from the website.
- **"I give at the office" stickers and Thank you cards** – available for your donors and volunteers.

**Other materials you may need that the Community Fund office does not supply include:** 50/50 tickets, binders, nametags

**Note:** The Community Fund Handbook and the Community Fund website contain material you may wish to reproduce and use during your campaign.

## STEP 8: TRAIN YOUR CANVASSERS

### Prepare for the Training Session

- Arrange and book a venue to hold your training session.
- Prepare Canvasser Training Packages if appropriate.
- Customize the training package to your ministry/entity. Eg. stats, campaign goal, a list of committee members, etc. All items can be printed from the website.
- Invite Community Fund staff to assist with training.
- Invite canvassers, executive and/or managers/supervisors to attend or drop in to the training session.
- Invite a representative from one of the Community Fund Supported pool of charities to speak.
- Prepare the training session agenda.
- Arrange for refreshments. (optional)

### Considerations:

- Should you prepare one training session or two?
- Would you like other speakers at your training session? Someone from executive, management, the campaign manager or long-time champions/supporters are possible options.
- What help do you need from the Community Fund office?
- Will you distribute campaign supplies to your canvassers at the training session or have them sent/picked up at a later date?
- Have you prepared sample emails for your canvassers to introduce themselves and promote the campaign?
- Do you have event ideas to pass along?

### Items to Highlight at Your Canvasser Training Session

***Please be sure that your canvassers are made aware of the following:***

- **The preferred and proven method of canvassing is one-on-one contact with Co-workers.** In areas where this is not practical, a group presentation at a staff meeting or coffee break is a good alternative.  
Campaign emphasis is on awareness, participation and giving back to the community
- **Canvassers need to be made aware that completing the Form A/B is necessary if the Ministry wishes to be considered for recognition awards.**
- If an employee asks a question the canvasser cannot answer, the canvasser should get back to him/her with the correct information.
- Encourage canvassers to personalize their canvassing.

*Provincial Employees Community Services Fund (Community Fund)*

- Encourage canvassers to do a small fundraiser (e.g. branch bake sale) to complement the canvassing. Let them know you are available to assist them if they require your help.
- Ask your canvassers to update you on progress and events so you can include this news in **one** bi-weekly or monthly communication to staff.
- Have canvassers track employees on vacation and follow-up later, so that everyone has an opportunity to donate. If possible, follow up in person when the employee returns.

## **STEP 9: CANVASSER THANK YOU EVENT**

### **Prepare for the Canvasser Thank You Event**

- Arrange and book a venue to hold your Thank You event.
- Invite your canvassers and all who assisted in your Campaign to attend the event.
- Invite the Community Fund Honorary Chair, your executive and/or management/supervisors to attend the event.
- Ask your executive if they would be willing to present awards to canvassers.
- Arrange for refreshments (optional)
- In Victoria and the Lower Mainland, decide if you will hold your event before or after the Community Fund Thank You event.

### **Items to Include on Your Agenda**

- Highlight achievements of the Campaign. Post the results of your Campaign or have handouts of Campaign statistics ready for those attending the event.
- If a canvasser/branch incentive was announced at the beginning of your Campaign, award the prize to the winning canvasser at this event.
- Thank everyone who participated and helped to make the Campaign a success!
- Thank your executive and/or management/supervisors for their support during the Campaign.
- Distribute any recognition gifts or certificates of appreciation.

### **Considerations:**

- Would you like the Community Fund Honorary Chair, your executive or management/supervisors to speak at the event?
- Would you like the Campaign Manager or Victoria Committee members to attend and/or speak?
- If applicable, request your executive, management, or executive sponsor to send the invitations to your canvassers.
- Have you missed anyone on vacation?
- Prepare a display board of campaign festivities. Include photos!
- Invite anyone who expressed an interest to become a canvasser next year.

## FREQUENTLY ASKED QUESTIONS BY CANVASSERS

**Q. If we raised monies through bake sales and car washes etc., do we send the money to the Community Fund head office?**

A. No. Proceeds from fundraisers/gaming events should be sent to your Ministry Coordinator or Regional Chair so that they can be included in the stats for your ministry/region and then deposited at the nearest branch of Coast Capital Savings. Before forwarding the money to your Coordinator, place it in a sealed envelope marked with the event and the dollar amount on the front. Staple the envelope to a copy of the appropriate event e-form: Gaming E-Form for raffles and 50/50's and the Fundraiser E-Form for all events. Complete, submit and print off the e-form with your ministry/entity name, branch name, contact name, event, amount, name of designated charities, 2 signatures verifying the amount raised, and in the case of gaming events, attach the winning raffle or 50/50 ticket. The Coordinator will then send the paperwork to the Community Fund head office after the deposit has been completed.

***Please note: Tax receipts are not issued for Fundraiser/Gaming events.***

**Q. If we raised monies through Fundraising or Gaming events, can we divide the proceeds between employees, and submit them as individual employee donations?**

A. No. Monies that are raised through Fundraisers and Gaming events do not belong to any individual, and all proceeds must go directly to the charities. The funds cannot be used for other purposes, such as social committees or expenditures that benefit the workplace or individuals. If an employee wants a tax receipt for monies they donate, they must either pledge from their payroll (donation will show in their T-4 at the end of the year 2012) or donate via a cheque (tax receipts will be issued in February 2012 for donations of \$20 or over that are received/deposited prior to December 31, 2011.)

**Q. When does the campaign officially end?**

A. The provincial campaign officially ends **Friday, November 18, 2011**; however, the online system is up and running all year long. The Community Fund gratefully accepts new pledge forms throughout the year.

**Q. Who can use the payroll deduction plan?**

A. Everyone working for the provincial government can make a contribution using payroll deduction. Employees not paid through a payroll office can make a one-time contribution by cheque. For more details please refer to the sheet "Criteria for Eligible Donors."

**Q. Can an employee stop their payroll deduction if he/she cannot afford it, is moving or retiring?**

A. Yes. An employee can cancel their payroll deduction at any time. A simple note or email indicating they wish the deduction to stop should be submitted to payroll: [ContactCentrePay.HRSystems@gov.bc.ca](mailto:ContactCentrePay.HRSystems@gov.bc.ca). The pay clerk will then put a deduction end date in CHIPS and advise the Community Fund office via email. The deduction will be stopped as soon as possible.

**Q. If a one-time donation is made by cheque, to whom should the cheque be made payable?**

A. Please make cheques payable to the "Provincial Employees Community Services Fund". If the employee wishes to designate funds to a certain charity, they must write the name of the charity on their pledge form. He/she can also identify their choice of charity in the lower left hand corner of the cheque. Another option is to make a onetime donation by payroll deduction: this way, the donation will be taken from the first paycheque in January 2012.

**Q. If someone is away on extended leave and returns in January, can they be canvassed in January or February?**

A. Yes. The Community Fund is pleased to receive online donations and new pledge forms throughout the year!

**Q. Can the Community Fund Coordinators, Chairs or Canvassers use the Community Fund letterhead for thank you letters?**

A. Yes. Request it on the supply order form or print the letterhead from the website.

**Q. If a one-time donation is made by an employee who has written a post-dated cheque payable in the New Year, will the receipt be dated in that year?**

A. We do not accept post-dated cheques. If an employee is unable to place a one-time pledge from their first January pay online, they can submit the cheque with the pledge form in January. The tax receipt will be issued for the tax year in which the money is received and deposited.

**Q. If an employee lives in one city and works in another, can they contribute to the city in which they live? How is this done?**

A. Yes. They can choose the city and region they wish to donate to either by changing the defaulted region in the online application or indicating their choice clearly on the Pledge Form. Please note Fund Supported Pools vary within each Community Fund region.

**Q. Do the statistics change if the donor donates outside the city in which he or she works?**

- A. Yes and no. When the Community Fund office puts together the participation statistics for the recognition event, it will recognize where the employee was canvassed, thus rewarding the hard work of the Coordinators and Canvassers during campaign time – for this we rely on accurate and completed Form ABs and Cs from the Coordinators! In terms of the final stats published online, and sent to the Executive Offices, the donation and eligibility will be transferred to the region that corresponds to the completed pledge. The current recording system/software application only recognizes the Region receiving the pledge.

**Q. If an employee is on a secondment, which organization is responsible?**

- A. Secondments are the responsibility of the ministry, agency, board or commission that the employee is currently working for.

**Q. Can a one-time contribution be split between several charities?**

- A. Yes. Identify the designated charities and amounts clearly on your Pledge Form or when pledging online.

**Q. Can an employee select the Fund Supported Pool Charities box and Donor Choice Charities?**

- A. No, if you select the Fund Supported Pool Charities box, you cannot select Donor Choice Charities in combination. (The recording system/software application does not allow this option).

**Q. Can an employee pledge if they are retiring?**

- A. Yes. Retirees are encouraged to pledge using a one-time manual Pledge form.

## COMMUNICATION STRATEGIES

*\* Prior to reading the ideas listed below, it is important to note that NOT all of these communication strategies would apply to, or work, in every ministry/entity/region. The success of some of these strategies is largely dependent on the size of entity to which they are being applied.*

- Use printed materials, such as posters and thermometers in highly visible areas.
- Customize memos and campaign displays to reflect the culture of your ministry, branch or area.
- PECSF develops a theme for the annual campaign. Find a way to personalize the theme to suit your campaign area.
- Utilize an in-house communication, bulletin boards, or newsletter to introduce your Community Fund committee and canvassers; publicize previous statistics and current goal; report progress, and highlight significant achievements of volunteers and donors, etc. **Use email wisely and sparingly.**
- Use the Deputy Minister's email of support endorsing the Community Fund Campaign province-wide. A sample email is composed by the Community Fund office and sent to all Deputy Ministers.
- Feature speaking engagements by charity representatives. The charities are eager to participate! (Make contact by using the **Charity Promotional Information** list.)
- Prepare email distribution lists for the canvassing team, branch staff, etc.
- Email campaign updates to your organization. Include progress reports, highlight upcoming events, distribute agency information, etc.
- Hand out Community Fund volunteer wristbands to your Community Fund canvassing team, featuring the PECSF logo as identifiers.
- Promote campaign awareness. Advertise fundraising and Thank You events to create enthusiasm by posting information on the Community Fund Crusaders SharePoint and/or @work.

**(Intentionally left blank)**

## **Section 5 PLEDGES**

- **Criteria for Eligible Donors**
  - Options for Making a Donation
  - Methods of Payment
- **How to Pledge**
- **The Pledge Process**
  - Privacy and Security
- **Example of a Completed Pledge Form**
- **Frequently Asked Questions by Donors**

## CRITERIA FOR ELIGIBLE DONORS

A donor may be anyone who is working for a ministry, agency, board or commission.

### **This Includes Employees Who Are:**

- Regular, Part Time, or Auxiliary
- Employees on secondments
- Any personnel receiving a T4 issued by your pay office
- Retirees ( one-time donations by cheque/ money order only)

### **This Criterion Excludes Employees Who Are:**

- On Long Term Disability (LTD)
- On unpaid leave including maternity and educational leave\*
- Contractors\*\*

Employees returning from long-term leave in the New Year can be canvassed at that time. Their contributions will not be included in the Campaign statistics.

\* These employees have the option of making a one-time cheque contribution.

\*\* If you have a question regarding eligibility contact the Community Fund Office.

## OPTIONS FOR MAKING A DONATION

### **Pledge online through Employee Self-Service (ESS)**

- <http://icw.eview.gov.bc.ca/ess/index.htm> (for payroll deductions only)

### **Pledge Form**

- Coordinators/Chairs can download hardcopy Pledge Forms from the Community Fund website [www.communityfund.gov.bc.ca](http://www.communityfund.gov.bc.ca) (Under “Resources” click on Community Fund Forms.) or Community Fund Crusaders SharePoint [www.bcpsa-collaboration.gov.bc.ca/communityfund](http://www.bcpsa-collaboration.gov.bc.ca/communityfund) for those employees who are **not able** to donate using ESS.
- The Community Fund office will provide Pledge Forms for all employees of entities not on Government payroll system CHIPS.

Employees can print a copy of their online donation from ESS or take a photocopy of the Pledge Form for their records.

## **PLEDGES**

### **METHODS OF PAYMENT**

#### **Payroll Deduction**

- Available for anyone on the Provincial Government's payroll system.
- Employees have the option of a bi-weekly donation, which covers 26 pay periods of the following year, or a one-time payroll deduction, which comes off the first pay in January of the following year.

#### **One-time Cheque Contributions**

- Available for employees whose term of employment does not continue into the following year.
- Available for retirees.
- Available for any employee not wishing to participate in the payroll deduction plan.
- Make cheques payable to "Provincial Employees Community Services Fund", and complete a Pledge Form to designate the charities you would like to benefit from your donation.

## **PLEDGES**

### **HOW TO PLEDGE Using Pledge Forms or Online Option**

#### **DONATING ONLINE**

The easiest and quickest way to make a donation is online through Employee Self Service (ESS) at <http://icw.eview.gov.bc.ca/ess/index.htm>.

Once an employee has donated online, be sure to request that they return their Prize Draw Entry to the canvasser located as a tear off at the bottom of the Thank You calendar.

#### **PLEDGE FORM**

Some employees do not have access to a computer and ESS. If this is the case, it is important that ALL information is filled out on the pledge form.

#### **CONTRIBUTIONS:**

##### **OPTION #1 - PAYROLL DEDUCTION**

There are two payroll deduction options available to employees: **bi-weekly or one-time.**

**Per Pay Period:** This box allows the employee to indicate how much they would like to donate on a bi-weekly basis. There will be a payroll deduction over the 26 pay periods of the following year.

**One-time Payroll Amount:** This box allows the employee to make a pledge for a one-time only payroll deduction. All one-time payroll deductions pledged during the campaign are processed from the first pay cycle in January 2012. (Any new employees who start after December 2011, but would like to pledge a one-time payroll deduction, will have the donation deducted from the next pay cycle depending on the payroll department's cut-off dates.)

**Employee Signature:** An employee pledging for a payroll deduction by using a hardcopy Pledge Form is required to authorize the deductions by signing and dating the Pledge Form.

Pledging online, and thus entering and exiting through ESS, gives payroll your authorization.

## PLEDGES

### OPTION #2 - ONE-TIME CHEQUE AMOUNT (Not Available Online)

Employees also have the option of making a one-time donation by cheque. Please ensure the cheque is attached to the pledge form, and is made payable to “Provincial Employees Community Services Fund.”

***Please note that post-dated cheques are not accepted during campaign time.***

The canvasser delivers the cheque(s) and forms to his/her Coordinator, who then delivers them to the Community Fund office. **Cheques are made payable to the: “Provincial Employees Community Services Fund”**

### OPTIONS FOR DISTRIBUTION OF FUNDS

- 1) A donor may check the “Fund Supported Pool Charities” box, which authorizes the Community Fund office to distribute funds to the pool of charities as allocated by their regional committees. The list of these charities is available on the Community Fund website, along with the allocated percentage of funding for each charity for the 2012 distribution.
- 2) An employee may designate his/her donation to one or more charities by selecting from the Donor Choice listing of charities. For example, a donor giving \$10.00 a pay period may wish to give half of that donation to the Heart & Stroke Foundation and the other half to The Salvation Army.

The “Charity Listings by Region” on the Community Fund website include the coding for all Fund Supported Pool and Donor Choice charities in the employee’s region. Employees pledging by using the pledge form should record the charities code, name and the designation clearly on their pledge form.

#### **IMPORTANT TO NOTE:**

If a charity loses its Federal Registration status, the Community Fund is unable to direct monies to that charity. Any allocations to such a charity will be redistributed equally to the other charities the donor has chosen. If, however, the charity is the only charity the donor has chosen to donate to, the donor will be contacted to determine the redistribution of the monies.

**Please Note:** Employees pledging online should print a copy of their pledge from the Employee Self Service (ESS) website for their records.

If an employee selects “Fund Supported Pool Charities” they cannot select other charities in combination. The software application does not support this option.

## **PLEDGES**

### **THE PLEDGE PROCESS**

#### **OVERVIEW:**

- Thank You Calendars with pledging information are distributed to all employees. Pledge forms are available for employees who are not able to donate online as they do not have access to ESS or a computer – this includes all entities outside CHIPS payroll.
- Completed pledge forms are reviewed by the canvasser to ensure they are completed in full, to check that employee designated amounts come to 100%, and to ensure the payroll deduction pledge forms have been signed.
- It is recommended that pledge forms remain sorted by program area or Employee Group canvassed. This will assist in completing the required statistics forms.
- Pledge forms will be forwarded to the Community Fund office. Community Fund staff enter the pledges into CHIPS to ensure every donation is distributed as requested to the appropriate charities. Your timely assistance is appreciated. The final deadline is **Friday, December 9, 2011.**

### **PRIVACY AND SECURITY**

The Community Fund meets the privacy requirements of the *Freedom of Information and Protection of Privacy Act* regarding the collection and use of personal information for its annual Campaign.

Pledge information gathered online or via hardcopy pledge form will only be used to process an employee's charitable contribution to the Community Fund, and will not be used for any other purpose.

The Community Fund pledge form contains personal information and must, therefore, be handled sensitively. All completed pledge forms and donations should be kept in a secure area until they are submitted to the Community Fund office.

During the Campaign, when reporting campaign progress to the Coordinators/Chair, the Community Fund office will report employees' names. No individual pledge/donation amounts or designations are disclosed.

When final statistics are prepared, only dollar amounts and participation rates are disclosed.

# PLEDGES

## my pledge

2011 Campaign for 2012 Distribution

EMPLOYEE ID #		1	2	3	4	5	6
ENTERED IN SYSTEM - DATE & OPERATOR							
ENTERED IN ACCT - DATE & OPERATOR							
PLEASE PRINT CLEARLY - ALL WHITE FIELDS ARE MANDATORY				LAST NAME		FIRST NAME	
				Tete		Jaune	
AREA CODE/WORK PHONE		CITY		PECSF REGION#		BUS UNIT ID# (SEE BACK)	
250 555 5555		Prince George		013		BC034	
MAILING ADDRESS (REQUIRED FOR TAX RECEIPT ISSUED IN FEBRUARY FOR ONE TIME CHEQUE/MONEY ORDER CONTRIBUTIONS)							
MINISTRY		BRANCH NAME			CANVASSER NAME		
Trans & Infrastructure		Engineering			Powder King		

### making my donation 100% of my donation goes to charities in my community

<p><b>BI-WEEKLY PAYROLL DEDUCTION</b></p> <p><input checked="" type="checkbox"/> PER PAY PERIOD commencing first pay in January 2012*</p> <p><input type="checkbox"/> \$5.00</p> <p><input checked="" type="checkbox"/> \$10.00</p> <p><input type="checkbox"/> \$20.00</p> <p><input type="checkbox"/> \$50.00</p> <p><input type="checkbox"/> Other Amount Per pay deduction of \$ _____</p>	<p><b>AND OR</b></p>	<p><b>ONE TIME PAYROLL DEDUCTION</b></p> <p><input type="checkbox"/> ONE TIME PAYROLL deducted first pay in January 2012*</p> <p>\$ _____</p> <p><small>* All payroll deductions are acknowledged on your 2012 T4</small></p>	<p><b>AND OR</b></p>	<p><b>ONE TIME DONATION</b></p> <p><input type="checkbox"/> CHEQUE OR MONEY ORDER** (Payable to PECSF)</p> <p>\$ _____</p> <p>Cheque/MO # _____</p> <p>Deposit Date _____</p> <p><small>** Tax receipt is sued for the year of negotiation</small></p>
--	--------------------------	---	--------------------------	--

### designating my donation (select only one of the following two options)

1.  POOL OF FUND SUPPORTED CHARITIES  
I would like my donation to support the charities in my region determined by the Regional Committee.

**OR**

2.  DONOR CHOICE CHARITIES  
I would like my donation to support these specific charities. (Please refer to the regional list of approved charities at [www.communityfund.gov.bc.ca](http://www.communityfund.gov.bc.ca))

FS/DC CHARITY CODE	CHARITY NAME	ALL MUST SUM TO 100%
		%
		%
		%
		%
		%
		%

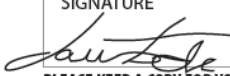
**If a charity loses its Federal Registration status, any allocation to that charity will be redistributed equally among the other charities chosen by the donor OR redistributed to the regional "Fund Supported" pool of charities, if it was the only charity selected by the donor.**



**Where ideas work**



Provincial Employees Community Services Fund  
PO Box 9564 Stn Prov Govt, Victoria BC V8W 9C5  
[www.communityfund.gov.bc.ca](http://www.communityfund.gov.bc.ca)

SIGNATURE DATE SIGNED  
 YYYY/MM/DD  
 2011/09/14

**PLEASE KEEP A COPY FOR YOUR RECORDS & RETURN THIS FORM to Provincial Employees Community Services Fund**

# PLEDGES

## my pledge

2011 Campaign for 2012 Distribution

PLEASE PRINT CLEARLY - ALL WHITE FIELDS ARE MANDATORY		RETIREE ID #	R11	
		ENTERED IN SYSTEM - DATE & OPERATOR		
		ENTERED IN ACCT - DATE & OPERATOR		
		LAST NAME	FIRST NAME	
AREA CODE/ PHONE	ORGANIZATION <b>RETIRES</b>	PECSF REGION#	BUS UNIT ID# <b>RET</b>	
MAILING ADDRESS (REQUIRED FOR TAX RECEIPT ISSUED IN FEBRUARY FOR ONE TIME CHEQUE/MONEY ORDER CONTRIBUTIONS)				
STREET		CITY	PROV	POSTAL CODE

### making my donation

100% of my donation goes to charities in my community

#### ONE TIME DONATION

OR  CHEQUE\*\*  
 MONEY ORDER\*\*  
(Payable to PECSF)

Please attach your cheque or money order here.

\$ \_\_\_\_\_

Cheque/MO # \_\_\_\_\_

Deposit Date \_\_\_\_\_

\*\* A tax receipt will be issued for the tax year in which the funds are negotiated.

### designating my donation

(select only one of the following two options)

1.  POOL OF FUND SUPPORTED CHARITIES

I would like my donation to support the charities in my region determined by the Regional Committee.

OR

2.  DONOR CHOICE CHARITIES

I would like my donation to support these specific charities. (Please refer to the regional list of approved charities at [www.communityfund.gov.bc.ca](http://www.communityfund.gov.bc.ca))

FS/DC CHARITY CODE	CHARITY NAME	ALL MUST SUM TO 100%
		%
		%
		%
		%
		%
		%

If a charity loses its Federal Registration status, any allocation to that charity will be redistributed equally among the other charities chosen by the donor OR redistributed to the regional "Fund Supported" pool of charities, if it was the only charity selected by the donor.



Where ideas work



Provincial Employees Community Services Fund  
PO Box 9564 Stn Prov Govt, Victoria BC V8W 9C5  
[www.communityfund.gov.bc.ca](http://www.communityfund.gov.bc.ca)

SIGNATURE

DATE SIGNED  
YYYY/MM/DD

PLEASE KEEP A COPY FOR YOUR RECORDS  
& RETURN THIS FORM  
to Provincial Employees Community Services Fund

## PLEDGES

### FREQUENTLY ASKED QUESTIONS BY DONORS

**Q. If I pledge online, who has access to my pledge information?**

- A. Community Fund staff have access to all pledge data, and they work in accordance with the privacy requirements of the *Freedom of Information and Protection of Privacy Act*.

The information that indicates you have pledged (i.e. your name and department ID, not your pledge amount) will be included in a statistical report issued to your Coordinator/Chair. The dollar amount you pledged will be included in the total dollar amount pledged by everyone within your department ID. No individual pledge amounts or choice of charities will be published in reports.

**Q. How much should I give? (Every penny counts!)**

- A. Every donation, regardless of amount, makes a difference. Canvassers may suggest a donation in the amount equivalent to a common expenditure, such as a lunch, dinner, movie or DVD rental. Remember that participation is the key focus in the Community Fund campaign.

**Q. How much of my contribution is spent on administration?**

- A. **No** administrative costs are taken from donors' pledges. All funds raised by the Community Fund go directly to the selected charities. The Provincial Government absorbs all administrative overhead related to the campaign. In addition, your local Community Fund Committee does not accept charities for funding if administrative costs are considered excessive.

**Q. What if I can't afford it at the moment?**

- A. The beauty of the "Fund" is that it has so many options! Payroll deductions do not start until January. *The bi-weekly payroll deduction plan* spreads the contribution throughout the year so you don't have to contribute one amount all at once.

**Q. What if I retire, am laid off, go on a leave of absence or my term contract is not renewed?**

- A. There is no commitment for donations to continue beyond the period of your employment. If you do not have a pay cheque, there will be no deduction.

## **PLEDGES**

### **Q. Can I make a cash donation?**

- A. Making a donation by cheque is preferable to cash. Cheques should be made payable to the “Provincial Employees Community Services Fund”. Place the cheque in a sealed envelope and staple it to your pledge form. To designate where these funds will go, identify the charities and percentage allocations on your pledge form. Tax receipts will be issued in February for all cheque donations received in the Community Fund office by December 31 for donations of \$20 or over. Please note that post-dated cheques are not accepted.

### **Q. What if something occurs in my personal life that makes continuing my payroll deduction to the Community Fund a financial hardship?**

- A. A pledge to the Community Fund via payroll deduction may be cancelled at any time by way of a written request (email) to your payroll office. An end date will be entered into the payroll system to discontinue your charitable contribution and payroll will then advise the Community Fund office of the change.

### **Q. My spouse/partner already gives to the Community Fund. Why should I?**

- A. Your contribution, regardless of size, shows your support for people and programs in your community. Branch canvassers and Community Fund representatives work very hard to make the campaign a success. Spouses/partners can pool their charitable contributions on their tax return for a greater benefit.

### **Q. Will I get a tax receipt and, if so, when?**

- A. Donors, who have given a one-time contribution by cheque for \$20 or over, provided that the donation was received in time to deposit into the Community Fund account before December 31, 2011 will be issued a tax receipt in February 2012. Charitable contributions made through bi-weekly or one-time payroll deductions will be printed on your T4 slip.

### **Q. Why should I contribute through the Community Fund? What makes this a better option?**

- There is wide variety and freedom to choose your charity
- 100% of every contribution goes to the charitable organizations of your choice.
- Giving is easy and tax-deductible.
- The Community Fund helps build morale in the workplace.
- Giving at work saves the charity from the administration costs of processing your donation.

**PLEDGES**

**(Intentionally left blank)**

**Section 6**  
**GAMING/FUNDRAISERS AND**  
**SPECIAL EVENTS**

# **GAMING, FUNDRAISING AND SPECIAL EVENTS**

- **Special Events**
  - Victoria Kick-Off Event
  - Ministry/Entity Kick-Off Event
  - Awareness Events
  - Participation Incentives
  - Fundraisers – Recording Fundraising Events
  - Guidelines for Submitting Fundraiser Proceeds
  - Example of Completed Fundraiser/Gaming E-Form
- **Planning Special Events**
- **Special Event Chart**
- **Sample Advertising**
- **Sample Letters**

## **GAMING/ FUNDRAISING & SPECIAL EVENTS**

Several types of special events are held throughout the Campaign and they each serve different purposes.

### **Victoria Campaign Kick-Off Event**

The Victoria Campaign Kick-Off event is traditionally held in September and signifies the start of the Community Fund Campaign for the Province. Deputy Ministers and other ministry Executive, Community Fund Coordinators and Canvassers are invited to attend this spirited event, network with other volunteers and meet charity representatives.

### **Lower Mainland Campaign Kick-Off Event**

The Lower Mainland Campaign Kick-Off event is traditionally held in September and signifies the start of the Community Fund Campaign on the Lower Mainland. Deputy Ministers and other ministry Executive, Community Fund Coordinators and Canvassers are invited to attend. Attendees have the opportunity to talk with representatives from each of the supported charities.

### **Ministry/Entity Kick-Off Event “Meet and Greet”**

Not to be confused with the Victoria Campaign Kick-Off event, each Ministry/entity is encouraged to hold an event in their organization to signify the start of their individual campaign. In the regions, several Ministries may team up for a Kick-Off event. These Kick-Off events assist in raising the profile of the Community Fund Campaign, help set the tone of the Campaign and often serve to boost morale within the workplace.

The Kick-Off event that is most effective is the 'Executive Meet and Greet'. It is low-key, low maintenance, and includes everyone in the building. Executive serves free coffee, water, juice, fruit, cookies etc. to all staff. Some ministries have also had charity representatives attend or set up information areas in the building foyer. It is recommended that nametags be provided for Executive and charity representatives. Tailor the event to the climate of your workplace.

### **Awareness Events**

Awareness events inform employees of the various charitable organizations in their communities and are best held after employees have been approached to make their pledges. When employees contribute financially at an awareness event, they may think they have made their contribution to the Community Fund and, as a result, do not make a pledge. Participation statistics are based on completed online donations and pledge forms.

**It is essential to highlight the importance of giving and to distribute the Thank You Calendar/Pledge Info prior to holding an event that may require a contribution to participate.**

Awareness events raise the profile of the campaign, inject some fun, and may raise additional funds. The magnitude of the events should be planned based on available resources, volunteers, time and energy. Supported charities may be invited to attend these events.

### **Participation Incentives**

The use of rewards/prizes as a participation incentive can add excitement and fun to your campaign. Setting challenges and prizes that appeal to those in your workplace will often stimulate participation. The Ministry Coordinator can use an incentive to encourage his/her canvassers or the canvasser can use one to increase participation of potential donors.

The most popular challenges are often within groups or between sections, with the goal being the highest participation.

### **Fundraisers**

Fundraisers are often an easy way to keep interest and momentum going during your campaign and provide an avenue for raising additional funds. Canvassers are encouraged to hold one fundraiser during their campaign after employees are approached for their pledge. **Coordinators are asked to consider the benefits of participating in cross-Ministry events such as the Community Fund On-Line Auction.**

### **Gaming Activities**

Each year, the Gaming Policy and Enforcement Branch issues the Community Fund a single event license that covers all raffles and 50/50s being conducted by employee groups on its behalf.

**Following the Gaming Guidelines is mandatory. For more information visit [www.pssg.gov.bc.ca/gaming](http://www.pssg.gov.bc.ca/gaming). There is also a comprehensive checklist of Gaming Do's and Don'ts on the Community Fund website.**

The following excerpt from Douglas Scott's letter, Assistant Deputy Minister, outlines the requirements governing gaming activities:



*Know your limit, play within it.*

August 31, 2011

Cliff # 470982

TO: All Deputy Ministers

We are approaching the launch of this year's Provincial Employees Community Services Fund (PECSF) campaign and the holiday season is looming. I want to remind you and your staff of the requirements governing gaming activities (including 50/50 draws, ticket raffles, and sports pools).

The *Criminal Code* restricts the conduct and management of gaming activities to those run by the Province (activities such as lotteries, casinos and commercial bingo), licensed horse racing, or events run by licensed organizations (activities such as 50/50 draws and ticket raffles). The Gaming Policy and Enforcement Branch regulates all gaming in British Columbia. In the case of licensed organizations, there are specific criteria regarding eligibility and the use of proceeds that must be fulfilled to meet statutory requirements. For instance, all net proceeds must go to charities. Under those criteria, employee groups cannot be licensed to conduct gaming activities if the net revenue is intended for other purposes (such as social committees or expenditures that benefit the workplace).

Each year the Gaming Policy and Enforcement Branch issues the PECSF a single gaming event license that covers all raffles conducted by employee groups on its behalf. Employee groups that wish to conduct a raffle, 50/50 or other type of gaming activity as part of PECSF must contact the PECSF before starting sales to get approval and obtain the license number. The PECSF is responsible for ensuring employee groups comply with the conditions of its license.

Employee groups that wish to raise funds for other charitable benefit may be able to do so by acquiring a 'B' licence. These groups must comply with the same eligibility requirements as other licensed charitable groups, including the terms, conditions and procedures for 'B' licenses. Relevant documents can be accessed on the Internet at [www.hsd.gov.bc.ca/gaming](http://www.hsd.gov.bc.ca/gaming). For more information about requirements, individuals can contact Ursula Cowland at 250-356-2975, by email, or visit the web site noted above.

Sincerely,

  
Douglas Scott  
Assistant Deputy Minister

**Ministry of  
Public Safety and  
Solicitor General**

Gaming Policy and  
Enforcement Branch  
Assistant Deputy Minister's  
Office

Mailing Address:  
PO BOX 9311 STN PROV GOVT  
VICTORIA BC V8W 9N1  
Telephone: (250) 387-1301  
Facsimile: (250) 387-1818

Location:  
Third Floor, 910 Government Street  
Victoria, BC  
Web: [www.pssg.gov.bc.ca/gaming](http://www.pssg.gov.bc.ca/gaming)

## **RECORDING FUNDRAISING and GAMING EVENTS**

A Gaming or Fundraiser E-Form must be completed for each event. Include the Ministry/entity name, branch name, and name and phone number of the event planner. Also record the name of the Coordinator/Chair.

***Please note: one event only per form***

- Determine if you need to fill out a Gaming or Fundraiser E- Form. Gaming Forms are used for all raffles and 50/50 draws. The Fundraiser Form is used for all other events such as bake sales and auctions.
- Make sure you are familiar with the Gaming Dos and Don'ts for Campaign 2011 before organizing a Gaming event (please see the Appendix for the list).
- Indicate which type of event and give a brief description.
- Count and record the cash collected.
- After printing off the submitted form, sign at the bottom to verify cash has been counted and have this signature witnessed.
- Attach the winning 50/50 or raffle ticket stub to your Gaming E-Form.
- A fundraising event will not be included in the participation rate for Campaign stats, but will be included in total dollars raised at the end of the Campaign.
- Where possible, please deposit funds into the Community Fund account at the Coast Capital Savings Credit Union branch nearest you – Please remember that Fundraising and Gaming have separate bank account numbers. The appropriate account number is indicated on the forms. After visiting the bank, please send the bank deposit slip and copy of your completed Gaming or Fundraiser E-Form to the Community Fund office.
- For regions where a Coast Capital Savings Credit Union branch is not available, please make your deposits through a Service BC representative.

<h1>PECSF Fundraiser Form</h1>		<b>Office use only:</b> F11-999	
<b>2010 Campaign for 2011 Distribution Fundraising Events only!</b>		Entered in System - Date (MM/DD/YYYY) and Operator name: Entered in ACCPAC - Date (MM/DD/YYYY) and Operator name: Status: Printed	
<b>Deposit to: PECSF BANK ACCT REF# 14-2336040</b>		<b>Ministry:</b> Natural Resource Operations	
<b>Event date:</b> 2011-11-15	<b>Contact's phone number (xxx-xxx-xxxx):</b> 250 555 5555	<b>Branch name:</b> Crown Land Mgt	<b>Event Planner's Name:</b> Donald Duck
	<b>Funds allocation:</b> Fund Supported Pool If Donor Choice Charity, pick one, then add it to the field below: DC5999 (Ducks Unlimited)	<b>City:</b> Kelowna	<b>PECSF Region:</b> Central Okanagan
<b>Organization (Ministry) Coordinators Name:</b> Elmer Fudd		<b>Business unit ID</b> BC128	<b>Department ID#</b>

**Cash Reporting** *100% of your donation goes to charities serving your community!*

<p style="text-align: center;"><b>Event type</b></p> <p>Specify one of the following events (only one event per form submission).</p> <p><b>Step 1) Specify event type</b></p> <table style="width: 100%;"> <tr> <td><input checked="" type="radio"/> Auction</td> <td><input type="radio"/> Loonie Lane</td> </tr> <tr> <td><input type="radio"/> Bake Sale</td> <td><input type="radio"/> Mini Putt</td> </tr> <tr> <td><input type="radio"/> Barbeque</td> <td><input type="radio"/> Olympics</td> </tr> <tr> <td><input type="radio"/> Bocce Ball</td> <td><input type="radio"/> Paper Plane</td> </tr> <tr> <td><input type="radio"/> Bake Sale</td> <td><input type="radio"/> Photo Contest</td> </tr> <tr> <td><input type="radio"/> Casual Day</td> <td><input type="radio"/> Potluck</td> </tr> <tr> <td><input type="radio"/> Chilli Cook-off</td> <td><input type="radio"/> Spelling Bee</td> </tr> <tr> <td><input type="radio"/> Coin Drive</td> <td><input type="radio"/> Tacky Clothes</td> </tr> <tr> <td><input type="radio"/> Cookie Day</td> <td><input type="radio"/> Video / DVD Rental</td> </tr> <tr> <td><input type="radio"/> Dance tickets</td> <td><input type="radio"/> Word Puzzle</td> </tr> <tr> <td><input type="radio"/> Flea Market</td> <td><input type="radio"/> Other (describe below)</td> </tr> <tr> <td><input type="radio"/> Halloween</td> <td>Other event type: <input style="width: 100%;" type="text"/></td> </tr> </table> <p><b>Step 2) Please add sales information:</b></p> <p>Total monies raised by this event: \$ <input type="text" value="725.00"/></p> <p>Verified by: Don Duck </p> <p>Witnessed by: E Fudd </p>	<input checked="" type="radio"/> Auction	<input type="radio"/> Loonie Lane	<input type="radio"/> Bake Sale	<input type="radio"/> Mini Putt	<input type="radio"/> Barbeque	<input type="radio"/> Olympics	<input type="radio"/> Bocce Ball	<input type="radio"/> Paper Plane	<input type="radio"/> Bake Sale	<input type="radio"/> Photo Contest	<input type="radio"/> Casual Day	<input type="radio"/> Potluck	<input type="radio"/> Chilli Cook-off	<input type="radio"/> Spelling Bee	<input type="radio"/> Coin Drive	<input type="radio"/> Tacky Clothes	<input type="radio"/> Cookie Day	<input type="radio"/> Video / DVD Rental	<input type="radio"/> Dance tickets	<input type="radio"/> Word Puzzle	<input type="radio"/> Flea Market	<input type="radio"/> Other (describe below)	<input type="radio"/> Halloween	Other event type: <input style="width: 100%;" type="text"/>	<p style="text-align: center;"><b>Collected Money</b></p> <p><b>CASH</b></p> <table style="width: 100%;"> <tr> <td>Quantity</td> <td></td> <td></td> <td></td> </tr> <tr> <td># of bills: 5</td> <td>x 5 dollar bills</td> <td>= \$ 25</td> <td></td> </tr> <tr> <td># of bills: 4</td> <td>x 10 dollar bills</td> <td>= \$ 40</td> <td></td> </tr> <tr> <td># of bills: 3</td> <td>x 20 dollar bills</td> <td>= \$ 60</td> <td></td> </tr> <tr> <td># of bills: 2</td> <td>x 50 dollar bills</td> <td>= \$ 100</td> <td></td> </tr> <tr> <td># of bills: 0</td> <td>x 100 dollar bills</td> <td>= \$ 0</td> <td></td> </tr> <tr> <td># of coins: 0</td> <td>x \$1 coins</td> <td>= \$ 0</td> <td></td> </tr> <tr> <td># of coins: 0</td> <td>x \$2 coins</td> <td>= \$ 0</td> <td></td> </tr> <tr> <td></td> <td>Misc Coins:</td> <td>= \$ 0</td> <td></td> </tr> <tr> <td></td> <td><b>Total Cash:</b></td> <td><b>= \$ 225.00</b></td> <td></td> </tr> </table> <p><b>CHEQUES OR MONEY ORDERS</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cheque/MO #</th> <th style="text-align: left;">Name</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>123</td> <td>D Duck</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td>250</td> <td>Y Sam</td> <td style="text-align: right;">75.00</td> </tr> <tr> <td>754</td> <td>P Le Pheuf</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>754</td> <td>Granny</td> <td style="text-align: right;">125.00</td> </tr> <tr> <td>754</td> <td>T Bird</td> <td style="text-align: right;">65.00</td> </tr> <tr> <td>754</td> <td>S The Cat</td> <td style="text-align: right;">40.00</td> </tr> <tr> <td>384</td> <td>B Bunny</td> <td style="text-align: right;">70.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total cheques:</b></td> <td style="text-align: right;"><b>500.00</b></td> </tr> </tbody> </table> <p><b>TOTAL DEPOSIT (cash plus cheques): \$ 725.00</b></p> <p><i>Check the following:</i> Do the ticket sales agree with the amount collected?</p> <p>Total monies raised: \$ <input type="text" value="725.00"/> = Total deposit \$ <input type="text" value="725.00"/> </p> <p>Date Deposited: 2011-11-17 </p> <p style="text-align: center;"><b>See over for deposit instructions</b></p>	Quantity				# of bills: 5	x 5 dollar bills	= \$ 25		# of bills: 4	x 10 dollar bills	= \$ 40		# of bills: 3	x 20 dollar bills	= \$ 60		# of bills: 2	x 50 dollar bills	= \$ 100		# of bills: 0	x 100 dollar bills	= \$ 0		# of coins: 0	x \$1 coins	= \$ 0		# of coins: 0	x \$2 coins	= \$ 0			Misc Coins:	= \$ 0			<b>Total Cash:</b>	<b>= \$ 225.00</b>		Cheque/MO #	Name	Amount	123	D Duck	25.00	250	Y Sam	75.00	754	P Le Pheuf	100.00	754	Granny	125.00	754	T Bird	65.00	754	S The Cat	40.00	384	B Bunny	70.00			0.00	<b>Total cheques:</b>		<b>500.00</b>
<input checked="" type="radio"/> Auction	<input type="radio"/> Loonie Lane																																																																																														
<input type="radio"/> Bake Sale	<input type="radio"/> Mini Putt																																																																																														
<input type="radio"/> Barbeque	<input type="radio"/> Olympics																																																																																														
<input type="radio"/> Bocce Ball	<input type="radio"/> Paper Plane																																																																																														
<input type="radio"/> Bake Sale	<input type="radio"/> Photo Contest																																																																																														
<input type="radio"/> Casual Day	<input type="radio"/> Potluck																																																																																														
<input type="radio"/> Chilli Cook-off	<input type="radio"/> Spelling Bee																																																																																														
<input type="radio"/> Coin Drive	<input type="radio"/> Tacky Clothes																																																																																														
<input type="radio"/> Cookie Day	<input type="radio"/> Video / DVD Rental																																																																																														
<input type="radio"/> Dance tickets	<input type="radio"/> Word Puzzle																																																																																														
<input type="radio"/> Flea Market	<input type="radio"/> Other (describe below)																																																																																														
<input type="radio"/> Halloween	Other event type: <input style="width: 100%;" type="text"/>																																																																																														
Quantity																																																																																															
# of bills: 5	x 5 dollar bills	= \$ 25																																																																																													
# of bills: 4	x 10 dollar bills	= \$ 40																																																																																													
# of bills: 3	x 20 dollar bills	= \$ 60																																																																																													
# of bills: 2	x 50 dollar bills	= \$ 100																																																																																													
# of bills: 0	x 100 dollar bills	= \$ 0																																																																																													
# of coins: 0	x \$1 coins	= \$ 0																																																																																													
# of coins: 0	x \$2 coins	= \$ 0																																																																																													
	Misc Coins:	= \$ 0																																																																																													
	<b>Total Cash:</b>	<b>= \$ 225.00</b>																																																																																													
Cheque/MO #	Name	Amount																																																																																													
123	D Duck	25.00																																																																																													
250	Y Sam	75.00																																																																																													
754	P Le Pheuf	100.00																																																																																													
754	Granny	125.00																																																																																													
754	T Bird	65.00																																																																																													
754	S The Cat	40.00																																																																																													
384	B Bunny	70.00																																																																																													
		0.00																																																																																													
<b>Total cheques:</b>		<b>500.00</b>																																																																																													

<p><b>Deposit Instructions</b></p> <p>Please deposit funds into the PECSF General account at the Coast Capital Savings Credit Union branch nearest you (see above for the account number).</p> <p><b>In areas where there is no Coast Capital Savings Credit Union: September 1 - November 26 use Service BC to deposit the funds. Additional paperwork is required: see <a href="http://www.communityfund.gov.bc.ca">www.communityfund.gov.bc.ca</a> for instructions.</b></p>	<p>When making the deposit:</p> <ol style="list-style-type: none"> <li>1. Verify the total monies raised</li> <li>2. Attach a bank deposit slip (or <b>Service BC docs</b>) to this form</li> <li>3. Record deposit details &amp; date below</li> <li>4. Keep a copy for your own records</li> <li>5. Send this form to the Community Fund Office</li> </ol>
---	--



## **GUIDELINES FOR SUBMITTING PROCEEDS FROM A FUNDRAISER OR GAMING EVENT**

The proceeds from all fundraisers and gaming are included in the total dollars raised by each ministry/entity. They do **not**, however, count toward participation percentages. A separate event form must be completed for each event – please make sure you are using the appropriate e-form (raffle and 50:50s are Gaming events; all other events like bake sales are Fundraising.) Completing the event e-forms enables the Community Fund office to enter the fundraisers into its database, thus ensuring that the proceeds count toward your total of dollars raised.

**Tax receipts are not issued for Fundraisers or Gaming proceeds.** If in doubt, please contact the Community Fund office.

**Tax receipts are not issued to individuals who donate an item as a prize for fundraising.**

Please deposit the proceeds directly into the Community Fund bank accounts at the Coast Capital Savings Credit Union branch nearest you. **Please note that we have separate bank accounts for Fundraising and Gaming proceeds.** The appropriate account number is on the forms in the top left-hand corner. *Gaming Regulations* require all Gaming proceeds to be deposited separately from other fundraising monies.

Attach the original deposit slip to a copy of the Fundraising or Gaming E-Form before returning it to the Community Fund office, and do not forget to make a note of the deposit date on your Form C!

If you are not near a Coast Capital Savings Credit Union branch, deposits can be made at any Service BC office. *Remember to take a copy for your records.* For further information, please refer to the tutorial on Service BC deposits located on the website [www.communityfund.gov.bc.ca](http://www.communityfund.gov.bc.ca). Under “Resources” click on Community Fund Forms.

## **PLANNING SPECIAL EVENTS**

It is important to prepare a timeline for all aspects of your special event and to review it frequently (see action plan timetable in Section One). Every event has a planning stage, set-up, the event itself and follow-up items like clean up, posting event results etc.

Enlist a group of volunteers to help you with the event and assign specific responsibilities to each person. Check to make sure the volunteer understands the task and when it is to be completed. Remember to ask the volunteers for their ideas/suggestions and thank them for their help. Don't try to do it all by yourself!

Prepare NAME TAGS for guests at your event to assist staff in identifying ministry executives, union representatives, charity speakers, and special event donors/sponsors. Introduce your special guests at the beginning of the event, as many employees may not know who they are, or what their roles are.

It is especially important to involve senior executives in your special event. Senior management participation encourages all employees to join in and can make the event more fun (a senior manager in the dunk tank, a CEO gets their head shaved for donations, executive members washing cars etc.). You might ask your senior management to throw out a challenge to another ministry, branch or division for participation percentages or dollars raised!

Hold a special event on a Tuesday, Wednesday or Thursday as many employees are out of the office on a Monday or Friday.

Invite charities to participate as speakers or to set up a display - this raises the awareness of how the funds are spent in the community.

Good advertising will ensure that all staff is aware of upcoming events and prizes. As well, it will promote participation and raise awareness of the Community Fund Campaign. Advertising templates for gaming events can be found on the Community Fund SharePoint site at

[www.bcpsa-collaboration.gov.bc.ca/communityfund](http://www.bcpsa-collaboration.gov.bc.ca/communityfund)

as well as on the Community Fund website. Post your events on the SharePoint, @work, your ministry intranet and use colourful displays, emails, posters and newsletters that include details of the event such as date, location, time, prizes, cost and contact person.

Prior to the start of the event, send out an email reminder to all staff. Remember to schedule sufficient time for employees to attend the event, such as over coffee or lunch breaks. Be sure to post the event's progress and announce the dollars raised and the prizewinners once the event is complete.

Sample advertising and templates are located at the back of this section – use these or create your own to promote your event.

Cost vs. Benefit: Depending on the kind of special event you are running, there may be very real costs involved. An effort should be made to solicit the donation of supplies, services, prizes, and facilities from senior management, fellow staff members or local businesses. You will want to compare the estimated cost of the event to the amount of money you expect to raise. Charge a reasonable fee to participate, as costs may not be covered if your ticket price is too low, or it may not be worth the effort expended if the dollars raised are low. People are generally willing to be generous for a good cause.

Consider the best use of your prizes - would you raise the most money from an item at an auction or raffle? Spread the prizes out over the campaign instead of awarding them all at once, increasing the opportunity to raise additional funds.

One of the most time and energy efficient fundraisers is participation in the **Community Fund On-Line Auction**. It's easy, fun and has the potential of reaching thousands of government employees all across the province. A full tutorial on the Community Fund On-Line Auction can be found on our website.

Photographs of your event can be emailed to employees, posted on bulletin boards, SharePoint, your website, or published in a newsletter. The Community Fund staff is happy to receive photographs of your event and may include them on our website!

## SPECIAL EVENT CHART

Type of Event	Cost to Run	Degree of Maintenance Needed
Community Fund On-Line Auction	Low	Low
Baby or Prom Picture Contest	Low	Low
Barbecue	High	Medium
Bake Sale	Low	Low to Medium
Bocce Ball	Low	Low
Chili Lunch	Medium	Medium
Coin Contest	Low	Medium
Cookie Contest	Low	High
Corporate Olympics	Low	High
Executive Car Wash	Low	Medium
Flea Markets, Book Sales, Palm Readings	Low	Medium
Halloween Events	Low	Low to High
Head Shaving	Low	Low
Horse Race	Medium	Medium
Interdepartmental Pentathlon	Low	Medium to High
Mini-Putt	Medium	Medium
Loonie Lane	Low	Low
Paper Airplanes	Low	Low
Potluck Lunch with Cookbook	Low	Low
Raffles	Low	Medium
50/50 Draw	Low	Low
Ugly Tie, Hat, Shirt, Suit, Dress Contest	Low	Low
DVD Rental	Low	Low
Word Puzzle	Low	Low

**SAMPLE SPECIAL EVENT POSTERS**

# Hotdog BBQ!!

## Wed, September 15th

PSA will be hosting a **Hotdog BBQ “Kick-off” Event**

From Noon to 1:30pm

Manning the BBQ’s will be our Executive Team!

**Location:** 2<sup>nd</sup> Floor 810 Blanshard Street (lunchroom deck)

Tickets: \$5.00 for the “full meal deal”

\$2.00 for hot dog only

(Hotdog (veggie or meat), pop and chips)

Canvassers will be selling tickets until Monday, September 13<sup>th</sup>!

Canvasser List: Angela Dibden; Lovisa Anderson; Amanda Irving; Kyla Szczyry;  
Sukie Saini; Julia Berkowitz; Terry-Lynn Foggitt; Darleen Taylor; Adrienne Walker;  
Deborah Myles; Terry Hays

**Get Your Tickets NOW!**



Thanks for your support!  
All proceeds to the BCSPCA through the  
Provincial Employees Community Services Fund

# Free

## Coffee and Timbits



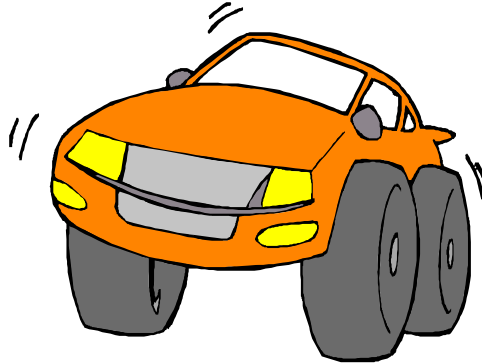
Executive Meet and Greet  
October 3<sup>rd</sup> from 7:30am to 8:30am  
3<sup>rd</sup> Floor, 780 Blanshard Street  
Lobby, 395 Waterfront Crescent  
(Gatehouse)  
3400 Davidson Street

Official Kick-Off



Provincial Employees Community Services Fund

# CAR Rally 2010



**Saturday, October 23, 2010**  
**Noon 'til approx. 4:00pm**

Awards and refreshments (by suggested donation) to follow.

**Start:** MoT Saanich Office, 4460 Chatterton Way  
**Finish:** Mary Winspear Centre at Sanscha, Sidney

**Hosted by the Ministry of Transportation**

PICK YOUR TEAM • CHOOSE A NAME  
WATCH FOR MORE DETAILS

Rally Teams must consist of a driver and a navigator, with the option of two additional team members to assist at the checkpoints.

Entry Fee: \$100 minimum donation

For more information contact Trish Sterloff 250-356-2117

**All proceeds benefit the Victoria Hospice through the  
Provincial Employees Community Services Fund**



Provincial Employees Community Services Fund

**SAMPLE CAMPAIGN ANNOUNCEMENT E-MAIL**

To All Ministry Staff:

It's that time of the year again to think about the annual Community Fund campaign. It gives us an opportunity to think about community and to remember how important it is to have support systems in place.

Many of us know someone in our families or have had friends who may at one time or another accessed these agencies.

Last year we, as government employees, donated over \$2 million dollars to local charities!

Every donation is appreciated and reflects on our commitment as a group to help our community. We value your participation in the Community Fund Campaign.

For the ministry of Management Services, the Community Fund campaign will run from Monday, October 6<sup>th</sup> – Sunday, October 31<sup>st</sup>. There are many volunteers associated with the Community Fund campaign and many more volunteer opportunities still exist.

If you are looking for information or want to get involved, the primary contacts are:

Bette-Jo Hughes	MSER Community Fund Rep
Ronda Richardson	CITS
Cali Sanderson	Common Business Services
Carol Loski	Solution BC Corporate unit
Pearl Dawn Duerksen	ASD Secretariat
Sandra Bramhill	Corporate Channels Service
Elizabeth Mackian	Chief Strategist & Govt CIO
Kris Ovens	Results Management Office

We are looking forward to an exciting campaign, including popular events from last year such as the **Early Bird Draws**, and the **Community Fund On-line Auction**. More information on fund raising activities will be provided in the coming weeks.

The Executive Committee fully supports the Community Fund, its volunteers and their fund raising activities and asks that you consider supporting this very worthy cause. Ministry canvassers will be distributing Thank You Calendars with pledge information over the next few weeks and are happy to answer any questions you may have.

Thank you for your generosity in the past, and for your support of the canvassing and fund raising activities planned for this year.

Deputy Minister



## Provincial Employees Community Services Fund

### **SAMPLE KICK-OFF ANNOUNCEMENT E-MAIL!!!!**

Hi Everyone!

My name is Samantha Jones and I am the canvasser for the Policy Planning Branch! On September 10, our ministry kicks off the Provincial Employee Community Services Fund Campaign (PECSF). The goal for our branch is to raise \$25,000 and to increase participation by 10%.

**Did you know that a \$5 contribution per pay provides meals for 8 people or clothing for 2 people from the Salvation Army?**

A little bit goes a long way! Whether you contribute through payroll deduction or with a one-time cash donation, this is a terrific opportunity for each of us to make a positive difference in someone's life. I will be handing out the employee Thank You calendars and pledge information next week.

The first team to get 100% participation wins a free pizza lunch. Food has always been a great motivator for the Policy gang so please let's all get involved this year.

- Last year PECSF raised over \$2 million
- 100% of your donations goes to the charity(s) of your choice
- Government absorbs all administrative costs
- Donations stay within the local community

Thanks for your support!!

PS – There will also be various fundraising events during the 6-week campaign. I will keep you posted – stay tuned for the barbecue hot dog lunch Sept 27 – I'll be selling tickets next week.



## Provincial Employees Community Services Fund

### **SAMPLE THANK YOU LETTER TO PRIZE CONTRIBUTOR**

Date

Merchant Name  
Merchant Address

Dear Merchant:

On behalf of the Provincial Employees Community Services Fund (Community Fund) for the Ministry of \_\_\_\_\_, I would like to thank you once again for your participation in this year's campaign.

This year, in Victoria, the Ministry of \_\_\_\_\_ raised over \$\_\_\_\_\_ for local charities. Your prize contribution helped make this year's campaign a great success! Posters advertising your generous prize(s) donation(s) were on bulletin boards in five different buildings as well as posted on our Community Fund website, and were seen by over \_\_\_\_\_ Ministry of \_\_\_\_\_ employees.

We would like to extend an invitation to you, to attend our volunteer "Thank You" lunch on *(insert date and time here)* *(insert a location here)*. If you wish to attend, please contact me either by phone at \_\_\_\_\_ or by email at \_\_\_\_\_.

The Community Fund greatly appreciates your support of this worthwhile endeavour and for showing you care about our community.

Yours sincerely,

Prize Coordinator  
Provincial Employees Community Services Fund  
Ministry of \_\_\_\_\_



Provincial Employees Community Services Fund  
**SAMPLE**  
**PRIZE REQUEST LETTER**

Date

Merchant Name  
Merchant Address

Dear Merchant:

Every year, the Provincial Employees Community Services Fund (Community Fund) raises money for various charitable organizations within the province. All money collected is kept in the community where it is donated. During these campaigns we try to involve as many employees as possible.

Over the past years, the Ministry of \_\_\_\_\_ has enjoyed and welcomed the support of a variety of community-minded businesses in Victoria for its Community Fund fundraising events.

Your contribution of a prize plays a large part in the success of the Community Fund by providing an incentive to encourage employees to donate to the fund. Posters advertising these prizes and an acknowledgement of contributors will be on bulletin boards in five different buildings as well as posted on our Community Fund website, where it will be seen by over \_\_\_\_\_ Ministry employees.

Last year, in Victoria, the Ministry of \_\_\_\_\_ raised \$\_\_\_\_\_ for local charities. Your prize contribution will help make this year's campaign a greater success!

The Community Fund would like to thank you in advance for your support of this worthwhile endeavour and for showing you care about our community.

Yours sincerely,

Prize Coordinator  
Provincial Employees Community Services Fund  
Ministry of \_\_\_\_\_



## Provincial Employees Community Services Fund

### **SAMPLE PRIZE REQUEST LETTER TO PREVIOUS CONTRIBUTOR**

Date

Merchant Name  
Merchant Address

Dear Merchant:

On behalf of this year's Provincial Employees Community Services Fund (Community Fund) for the Ministry of \_\_\_\_\_ and the Ministry's Community Fund Core Committee members, I would like to thank you for your participation in last year's campaign.

We are inviting you to participate again this year by contributing a prize to be used as an incentive to encourage employees to donate to the Fund. Posters advertising these prizes, together with an acknowledgement of contributors, will be on bulletin boards in five different buildings as well as posted to our Community Fund website and will be seen by over \_\_\_\_\_ Ministry of \_\_\_\_\_ employees. The Community Fund Committee will notify you of the name of the prizewinners at the end of this year's campaign on (insert your end date here).

Last year, in Victoria, the Ministry of \_\_\_\_\_ raised \$\_\_\_\_\_ for local charities. Your prize contribution will help make this year's campaign a greater success!

The Community Fund greatly appreciates your support of this worthwhile endeavour and for showing you care about our community.

Yours sincerely,

Prize Coordinator  
Provincial Employees Community Services Fund  
Ministry of \_\_\_\_\_

## **Section 7**

# **STATISTICS PROCEDURE**

## **STATISTICS PROCEDURE**

- Completing Community Fund Statistical Forms
  - Form AB
  - Pledge Forms
  - Form C
  
- Forms AB and C Statistical Reporting Sheets

## STATISTICS PROCEDURE

### COMPLETING COMMUNITY FUND STATISTICAL FORMS

#### **Why does the Community Fund office require that all statistical forms are completed in full?**

Accurate and complete statistical forms are necessary to assign awards to particular regions for the successes they have had in canvassing for the Campaign.

The Community Fund office compares the campaign participation statistics from its database against what individual ministries and regions have reported back to them for accuracy.

Deputy Ministers are always interested in the Campaign statistics for their ministry, and the statistics are also used to recognize the successes and hard work Coordinators/Chairs and Canvassers have put in during the Campaign.

#### **Form AB – Statistical Form for the Canvassers**

At the beginning of the Campaign, the Community Fund office sends out an employee listing of each Ministry/Region electronically to all Campaign Coordinators. Coordinators (or the stats person, if the Coordinator has appointed one) are to divide this master list into smaller lists according to the Employee Groups canvassed by their Canvassers. It is important to double check that the lists are accurate (the payroll database where the information is extracted from, is usually a couple of months late with updates). To make the task easier, the Coordinators should divide the lists with the assistance of their Canvassers, as the Canvassers are often the experts on who is new, who has left or who has gone away for a few months. The total number of employees on these lists is used to determine the number of eligible donors in each Employee Group and Ministry.

The list will help the canvassers to keep track of who has pledged, and ensures that each employee is given the opportunity to participate in the pledge process.

For the Non-government-payroll entities – we do our best to obtain an up-to-date list of employees from your payroll departments, and provide you with an eligible employee list as well.

#### **Completing the Form AB**

First complete the information at the top of the form – *Date, Ministry/Entity, Employee Group, Canvasser and Canvasser's work phone number* – it will make it a lot easier to find the appropriate Canvasser should there be any queries about the form at the end of the campaign.

The Form AB can be used in 2 ways – to track who has been canvassed and, for those Ministries wishing to be considered for recognition awards, to track who has pledged. (Please see sample Form A/B) At the end of the campaign one of the boxes for each employee should be ticked.

## STATISTICS PROCEDURE

For example: Total number of eligible employees means the total number of employees in the *Name* column of the form. The total number of donors canvassed is the total number of ticks in the canvassed *Yes* column of the form.

Please note that the recognition awards at the end of the campaign are directly linked to the participation percentages for each ministry. Remember, the more people that pledge and get involved the better.

*The completed Forms AB, draw prize entries, and any Pledge Forms must be returned to the Coordinators no later than Friday, November 25, 2011.*

The Coordinators will compile the AB Forms for their Ministry into a summary report (Form C), and will send everything to the Community Fund office by Wednesday, November 30, 2011. See instructions for Form C on page 80.

### ***Thank You Calendars/ Pledge Info***

Thank You Calendars are to be distributed to all potential donors. They are a great way to make that first contact with the employees about the Campaign. Employees can use the calendars throughout the year and fill-in the tear off bottom strip to enter the Campaign Prize Draw. The canvassers should request the entries be returned to them by a selected date during the Campaign (good opportunity to organize Early Bird Draws for those who return their entries early!) to make it easier to do any chasing up before the end of the Campaign.

Please ensure that all entries are fully completed with all of the requested information - the Community Fund office would like to be able to announce the winner and the winner's Ministry as the draw is taking place.

*All entries must be returned with the completed Forms AB to the Coordinators.* The Coordinators can decide whether they would prefer the entries to be returned all at once at the end of the Campaign, or in batches during the Campaign.

### ***Pledge forms***

We are encouraging all government employees who are on government payroll (CHIPS) to make their pledge online directly from their payroll (monies to be deducted from the 2012 bi-weekly pay cheques, or one-time pledges will be deducted from the first pay cheque in January 2012). Just by clicking the donate button on our website <http://www.communityfund.gov.bc.ca>, the employee is taken to the pledging website within the Intranet.

The Non-government entities, e.g. BC Securities and Liquor Distribution Branch, who are not on government payroll, will be provided with pledge forms. The employees will be able to pledge directly from their pay cheques, but must complete and sign a pledge form to authorize the transaction to take place. These forms can be ordered from the Community Fund office directly as part of the regular supply

## **STATISTICS PROCEDURE**

order by the Coordinators. All completed pledge forms are returned to the entity's payroll department to be processed. The payroll department will return the pledge forms to the Community Fund office so that each pledge and cheque donation is entered into our fundraising database.

### ***Bi-weekly Updates – for Government payroll only***

During the Campaign the Community Fund office will send the Coordinators bi-weekly updates of employees who have pledged online. These bi-weekly reports will identify employees by their Region, Ministry, Name and Department ID. We will also provide the total \$ amount pledged within each Department ID (however, we will not disclose any individual pledges within these reports).

### ***Form C – Statistical Form for the Coordinators***

An electronic copy of the Form C will be provided to all Campaign Coordinators at the beginning of the Campaign. The Form C is the summary report for the whole ministry's/ entity's/ region's Campaign results. The form has been divided into two sections – *Participation* and *Fundraising and Gaming*.

First complete in full the information at the top of the form – *Date, Ministry/Entity, Coordinator, Coordinator's work phone number and Region*.

### ***Completing the Participation Section***

Transfer the totals from the completed Form ABs that your canvassers have returned back to you. If you find any discrepancies, contact your Canvassers before returning the forms to the Community Fund office.

Please note that this information is used to recognize your Campaign successes at the Thank You event in January. If you would like your Ministry to be recognized as a whole instead of getting certificates for each Employee Group, indicate that clearly on your form. Please list the names of all of your canvassers (make sure you have spelled their names correctly) who have helped you during the campaign – the Community Fund office will acknowledge their hard work in some way at the Thank You Event.

### ***Completing the Fundraising and Gaming Section***

Please list each event held in the appropriate table, one event per row. State the \$ amount raised in each event, the date the monies were deposited, the name of the depositor and at which Coast Capital Savings Credit Union branch it was deposited.

***Please note that there is one bank account for Fundraising monies and another for Gaming monies – please ensure they do not get mixed up.*** The account numbers can be found on the Fundraising and Gaming E-Forms. Attach the

## **STATISTICS PROCEDURE**

original deposit slip with a copy of the e-form when returning it to the Community Fund office, and keep a copy for your own records.

***Only one event per form please.***

In the areas of the province where the Coordinator does not have access to a Coast Capital Savings Credit Union branch, please submit your manual pledge, fundraising and gaming monies with associated forms to the nearest Service BC representative.

When individual ministry/entity/regional campaigns are complete, but ***no later than November 30, 2011***, the Coordinators must submit the completed statistical Forms AB and C **electronically**, and send the draw prize entry forms and pledge forms by mail or hand deliver to the Community Fund office. These forms will provide the statistics used to recognize and reward the efforts made by the individual ministry/entity/region.

Once the Community Fund office has cross checked your forms against the Campaign Pledge database they will forward campaign totals to you electronically for confirmation. This will happen sometime in January.

# STATISTICS PROCEDURE

## Form AB - Canvasser Tracking Sheet

*Please ensure all employee details accurately reflect the Employee Group you are canvassing. Remove any employees who no longer work for this group, and add any new employees or contractors that might have been missed when the information was downloaded from the CHIPS payroll system.*

*Please return the completed AB Form to your Campaign Coordinator*

Ministry/Entity \_\_\_\_\_

Department/Employee Group \_\_\_\_\_

Canvasser \_\_\_\_\_

Phone # \_\_\_\_\_

Name (Eligible Donors)	DeptID	Department/Employee Group	Pledged		Canvassed	
			Yes	No	Yes	No
<b>Total</b>						

Total # of Eligible Donors	
Total # of Actual Donors	
% of Participation*	#DIV/0!

\* # of Actual Donors divided by Eligible Donors X 100%



## STATISTICS PROCEDURE

Please list all of your Fundraising and Gaming events in the table below.

*Please note that the monies from Fundraising and Gaming events must be deposited directly into the appropriate Coast Capital Savings Bank Accounts. **There is one account for Fundraising and another for Gaming. Please ensure that the monies raised are deposited into the correct account.** The account numbers are listed on the Fundraiser and Gaming forms. Please attach the original deposit slip to the form and return it to the Fund Office. Keep a copy for your records. **Only one event per form please.***

### Fundraisers

Name of the event	Amount raised	FR Form Number (F10###)	Deposit Date (YYYY-MM-DD)	Name of Depositor	Branch Location of Deposit
		F 10			
		F 10			
		F 10			
		F 10			
		F 10			
		F 10			
		F 10			
		F 10			
		F 10			
		F 10			
<b>Total</b>	<b>\$0.00</b>				

### Gaming

Name of the event % Draw (ie 50:50) or Raffle or Cake Walk only	Amount raised	GA Form Number (G10###)	Deposit Date (YYYY-MM-DD)	Name of Depositor	Branch Location of Deposit
		G10			
		G10			
		G10			
		G10			
		G10			
		G10			
		G10			
		G10			
		G10			
		G10			
<b>Total</b>	<b>\$0.00</b>				



**(Intentionally left blank)**

## **Section 8**

# **CAMPAIGN RESOURCES AND MATERIALS**

A comprehensive selection of forms, tutorials and powerpoint presentations to support your campaign can be found on the following sites:

[www.communityfund.gov.bc.ca](http://www.communityfund.gov.bc.ca)

[www.bcpsa-collaboration.gov.bc.ca/communityfund](http://www.bcpsa-collaboration.gov.bc.ca/communityfund).

## EXAMPLES:

- The Community Fund Advantage
- What your Donation can do - *Stretching your dollars!*
- 2011 Thank You Calendar Pledge Info
- Campaign Supply Order Form\*
- PECSF Letterhead \*

***\* These items are also available electronically***

## CAMPAIGN MATERIALS

# The Community Fund Advantage

*THE COMMUNITY FUND IS AN EFFECTIVE OPTION FOR PROVINCIAL GOVERNMENT EMPLOYEES WHO WANT TO MAKE CHARITABLE CONTRIBUTIONS*

- **Variety and freedom of choice:** Employees can select any charitable organization of their choice.
- **100% of every contribution goes to the charity:** The provincial government covers all administration expenses.
- **Donations are spent locally:** The complete list of charities that provincial employees support throughout the province can be found at [www.communityfund.gov.bc.ca](http://www.communityfund.gov.bc.ca).
- **There are various ways to make a donation:** Biweekly payroll deduction is the most effective way to give a donation because the deductions are stretched out over the course of a year. One time donations by cheque and money orders are also accepted.
- **Giving through the Community Fund is *eASY* and tax deductible:** The quickest way to pledge your support is to go **online** at [www.communityfund.gov.bc.ca](http://www.communityfund.gov.bc.ca). Your contribution is tax deductible and your payroll pledge appears on your T4 slip.
- **The Community Fund is a morale builder:** There is great pride in the Community Fund because it belongs to provincial government employees and provides needed services to British Columbians. A team spirit is generated throughout government when we work together to accomplish so much. A record breaking \$ 1.9 + million were raised by and from the BC Public Service in 2010.
- **Employees can trust the Community Fund:** The Auditor General of British Columbia conducts a yearly audit of the Community Fund financial records. Fund Supported charities are screened on a regular basis to ensure that employee dollars support the meaningful programs that benefit their communities.

## **CAMPAIGN MATERIALS**

### **WHAT YOUR DONATION CAN DO STRETCHING YOUR \$\$\$'S TO STRENGTHEN YOUR COMMUNITY**

**It's Amazing! A little bit goes a long way.....**

#### **\$5.00 CONTRIBUTION PER PAY:**

- Will provide laundry facilities to four clients who have arrived first time at the Streetlink shelter of Victoria Cool Aid Society without any money.
- Will provide space in a ten-week support group at the Transition House for one battered woman.
- Will enable one teen to attend our social support group for teens, the Teen Activity Group.
- Will enable two or three clients from the Pacific Centre Family Services to receive marriage or family counselling sessions, which they could otherwise not afford.
- Will provide food for two families (consisting of a couple with 2 children) from the Salvation Army.
- Will send a child to the Hands on Summer Camp.
- Will help ensure that people with diabetes have a local source for the information and the supplies they need at the Diabetes Resource Centre and Store on Pandora Avenue. Helps provide monthly information and support meetings for people living with diabetes.
- Will cover the car expenses for a volunteer to provide 33 drives for grocery shopping, banking, pharmacy and errands from the Oak Bay Volunteer Services Society.
- Will greatly help Citizen Advocacy Society recruitment for new community volunteers. Currently, it has a wait list of 50 individuals with mental disabilities.
- Will pay for one week of emergency counselling for a woman who has been recently sexually assaulted.

## **CAMPAIGN MATERIALS**

### **WHAT YOUR DONATION CAN DO STRETCHING YOUR \$\$\$'S TO STRENGTHEN YOUR COMMUNITY**

**It's Amazing! A little bit goes a long way.....**

#### **\$10.00 CONTRIBUTION PER PAY:**

- Helps provide workshops on “The Challenges of Living with Diabetes.” Helps sponsor annual Diabetes Education Seminars for people with diabetes in our community, featuring the latest in research and treatment of this often devastating disease.
- Will pay for half of a child's school tuition for Hands on Summer Camp.
- Will assure counselling for three individuals from the Salvation Army.
- Will purchase toys and art materials for the therapeutic playroom at the Pacific Centre Family Services, so that children in treatment may benefit more fully from art and play therapy.
- Will purchase garden supplies and tools to enable a poor family to become self-sufficient in food production.
- Will provide spaces in a ten-week support group for two clients of Transition House.
- Will provide hygiene supplies such as toothbrushes, combs, shampoos, and feminine hygiene for street people of the Victoria Cool Aid Society.
- Will pay for an emergency hospital accompaniment for a sexually assaulted woman.
- Will provide ten students with two weeks of ESL focusing on everyday conversation including how to communicate personal information (i.e. family matters, etc.) ask for assistance; use public transportation; the terminology of money and banking; gaining access to community services, etc.
- Will provide a head scarf for loss of hair due to chemotherapy; video memento of Camp for a child; T-shirt for one camper or volunteer; 10 newsletters for prostate cancer patients; 50 kilometres in the Volunteer Driver Program.

## **CAMPAIGN MATERIALS**

### **WHAT YOUR DONATION CAN DO STRETCHING YOUR \$\$\$'S TO STRENGTHEN YOUR COMMUNITY**

**It's Amazing! A little bit goes a long way.....**

#### **\$20.00 CONTRIBUTION PER PAY:**

- Will provide 35 hours of child care at Transition House, while mothers go to doctors, lawyers, social services, or look for housing.
- Will provide juice, fruit and vitamins to people with chronic addiction problems from the Victoria Cool Aid Society.
- Will pay for one adult to receive peer support two times per week for one year.
- Will cover the cost of eight sessions of counselling for a low-income family with the Pacific Centre Family Services Association.
- Will send two children to summer camp with the Salvation Army, including the transportation cost.
- Will send a booklet titled "Tourette Syndrome" information for educators, to 200 schools.
- Will cover the cost of preparing a sexually assaulted woman for her role as a witness in court with the Women's Sexual Assault Centre.
- Will buy materials needed to improve living arrangements for mentally fragile persons in crowded housing.
- Will pay for over 70 people with a mental disability to have a Christmas Party this December. What a special gift you can provide.
- Ten workshops which introduce newcomers to community resources and Canadian life skills, empowering participants by informing them of their rights and the means available to them to become active members of the community.
- One Zofran (anti-nausea) tablet for chemo patients; daily food for one camper; a copy of "Breast Cancer - All You Need To Know to Take An Active Part In Your Treatment" for a breast cancer patient.

## **CAMPAIGN MATERIALS**

### **WHAT YOUR DONATION CAN DO STRETCHING YOUR \$\$\$'S TO STRENGTHEN YOUR COMMUNITY**

**It's Amazing! A little bit goes a long way.....**

#### **\$30.00 CONTRIBUTION PER PAY:**

- Will provide 15 nutritionally balanced meals to homeless adults who have no cooking facilities in their own rooms at the Victoria Cool Aid Society.
- Will provide 35 hours of follow-up support by a counsellor for ex-residents of Transition House.
- Will pay for the printing of educational materials such as pamphlets and information sheets for one year.
- Will provide food, clothing, and furniture for a married couple with two children from the Salvation Army.
- Will purchase tools/machinery for street kids/marginalized persons to learn basic woodworking skills.
- Will provide one adult with mental disabilities with a full range of support -- the recruitment of a special volunteer, the training of that volunteer providing ongoing visits every week for one year, and most of all, a special and hopefully life-long friend.
- Will provide one month's salary for a Home Tutoring Coordinator who matches volunteer ESL tutors with immigrants who have special learning needs, are unable to attend regular ESL classes or require supplementary training
- Will provide support and supervision of a therapy group for up to 12 sexually abused children.

## CAMPAIGN MATERIALS



### Community Fund Advantage:

- **100% of every contribution goes to the charity.**
- **Your charity, your choice** Select the Fund-supported pool of charities OR designate to your favourite registered charity.
- **Tax savings** Payroll pledges are tax deductible and appear on your T4.
- **A little goes a long way** With a minimum donation you can make a difference in the lives of a variety of people in need in your community.
  - \$ 10 per pay can help provide a healthy meal for 288 hungry children.
  - \$ 20 per pay can provide 11 nights of accommodation for a cancer patient during treatment.
- **Pledging online is quick and easy**  
[www.communityfund.gov.bc.ca](http://www.communityfund.gov.bc.ca)

### STATS FROM 2010

- \$1,952,559 raised
- 7,473 donors
- 848 charities
- 1,200 plus volunteers
- 620 fundraising and gaming events hosted

### DID YOU KNOW?

- **Over \$37 million** has been donated to charities by provincial employees since 1965.
- **Giving at work** saves administrative costs for charities.
- **Prize draw** is for all employees to enter (see entry below).

## Give today!

### Everyone is invited to enter the Community Fund Prize Draw.

Please return this entry form to your canvasser to confirm you have had the opportunity to participate and enter the draw. Prize will be drawn on December 8, 2011. If you don't have a canvasser, please mail your entry to:

PECSF – Community Fund, PO Box 9564 Stn Prov Govt, Victoria BC V8W 9C5

Paper consisting of post-consumer recycled fibre was used when printing this piece.

COMMUNITY FUND PRIZE DRAW  
**CAMPAIGN 2011**  
**ENTRY FORM**



NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MINISTRY: \_\_\_\_\_ YOUR CANVASSER IS: \_\_\_\_\_

## CAMPAIGN MATERIALS



### 2011 Campaign Campaign Supply Order Form

Please EMAIL Completed Form to  
[PECSF@gov.bc.ca](mailto:PECSF@gov.bc.ca)

OR Fax to  
250 952-6781

Name of Coordinator/Chair:

DATE SUPPLIES REQUIRED:

\_\_\_\_\_

Name of Ministry/Entity:

Supplies Delivery Address:

REQUESTED AMOUNT	AVAILABLE ITEMS
_____	Community Fund Calendar/Pledge Card
_____	Community Fund Posters
_____	Stickers - I Give at the Office
_____	PECSF Bookmarks
_____	PECSF Volunteer Wristbands

#### RAFFLE TICKETS (In booklets of 25)

_____	1 for \$2.00 booklets
_____	1 for \$5.00 booklets (Max 7)
_____	2 for \$3.00 booklets
_____	5 for \$5.00 booklets
_____	<b>*Standard Order:</b> 9 booklets 1 for \$2 9 booklets 2 for \$3 15 booklets 5 for \$5

#### \*Please Note:

- 1) To Book the *Community Fund Banner* for your event please email [PECSF@gov.bc.ca](mailto:PECSF@gov.bc.ca) identifying location and date banner is needed
- 2) Initial Ministry Raffle Ticket orders will not exceed *Standard Order*, all supplementary requests will be filled as quantities allow.

# CAMPAIGN MATERIALS



Where ideas work



Provincial Employees Community Services Fund

# **Appendix – Examples of Special Events**

## **COMMUNITY FUND ONLINE AUCTION (Recommended by Staff)**

The Community Fund On Line Auction is made possible through the support of volunteers at BC Asset and Recovery. Donations of goods and services are received and are posted on the auction website <http://www.pecsfauction.gov.bc.ca> for 7 –10 days for bidding by province-wide BC employees.

Contact [Byran.Coes@gov.bc.ca](mailto:Byran.Coes@gov.bc.ca) with information on the auction item you would like to post on behalf of your ministry. Ask your Executive to donate goods or services to auction. Any BC Government employee, anywhere in the province, with a valid IDIR email address can bid.

Payment for auction items by high bidders is done electronically with VISA, MasterCard, or AMEX via the Ministry of Finance secure Internet Payment Program, which is linked through the BC Auction site check-out system. Cash and cheques are also allowed.

**BC Mail Plus** will ship the auction items to the winning bidders' workplace for free! Please ensure you use a separate mail ticket and identify any Community Fund items to the mail person when picked-up.

Paybacks on the Community Fund Auction will be sent directly to PECSF by Byran Coes who will confirm the amounts and complete the associated Fundraising E-Form. Byran will email the volunteer contact with an update on the auction results and your Ministry will be accredited with the fundraising amounts.

***Please consult the Community Fund On Line Auction PPT located on [www.communityfund.gov.bc.ca](http://www.communityfund.gov.bc.ca) for full details.***

- ***Silent Auctions:***

- Set out auction items on tables; indicate their value and who donated the item.
- Place a sign-up sheet alongside the item for people to write their name and bid amount.
- At the close of the auction, contact the highest bidders and distribute items once paid for.

- ***Live Auctions:***

- Set out items for the auction so bidders can see the items and know their value ahead of bidding.
- Enlist the help of the Deputy Minister or other executive members to be the auctioneer.

### **Baby or Prom Picture Contest (Fundraiser)**

*Cost of running event:* Low

*Degree of difficulty:* Low

*This event raises:* Awareness & Money

*Keys to success:*

- Ask employees to supply their baby or prom picture.
- Encourage ministry executive to participate.
- Post pictures on a bulletin board and advertise its location.
- Sell ballots for \$2 each for a chance to guess who is in each photo.
- At the end of the event, draw from the ballot box until a correct match is made.
- Award prizes to winner(s).

### **Barbecue (Fundraiser)**

*Cost of running event:* High

*Degree of difficulty:* Medium

*This event raises:* Awareness & Money

If your workplace has an outdoor area available, this event can work for you. For a sizable employee group you can often purchase groceries and supplies at a reduced cost or have them donated in exchange for publicity. Encourage senior management to do the cooking and serving. Provide them with aprons and hats! An indoor variation may be a pancake breakfast or sit down luncheon.

*Keys to Success:*

- Recruit a volunteer committee to plan, organize and shop, set-up and clean up this event.
- Advertise well in advance what you will be serving at the barbecue, the location, cost and location of ticket sellers. Encourage ticket sellers to visit individual work areas if possible.
- Include vegetarian items on the menu.
- Have tickets on sale at least 10 days ahead of time, so you can estimate the amount of food required.
- You may be able to purchase your food at a reduced cost based on volume or negotiate a donation from a local grocer.
- Visit a wholesale distributor to negotiate a donation of other supplies (plastic plates, utensils, etc.).
- If you are feeding a large number of people, have at least four gas barbecues.
- Encourage senior management to cook and serve.

### **Bake Sale (Fundraiser)**

*Cost of running event:* Low

*Degree of difficulty:* Low - Medium

*This event raises:* Awareness & Money

A bake sale is a great way to raise additional funds for your campaign and to raise awareness of the Community Fund. As one of the canvassers noted after selling good quality baking in her ministry “Wherever there is food, there are happy people.”

*Keys to success:*

- Arrange for employees to donate a variety of baked goods.
- Decide if you want to sell baked goods daily for a week or once a week over a longer period of time.
- Consider having theme days such as cookie day, cake day, brownie day etc.
- Advertise well in advance with posters, memos and emails.
- Sell baked goods in one location or from a cart circulating throughout the workplace. Selling baked goods near coffee break times works very well.
- Consider selling recipes for a low price to raise additional funds.
- Recruit volunteers to help set up, sell and clean up afterwards.

### **Bocce Ball (Fundraiser)**

*Cost of running event:* Low

*Degree of difficulty:* Low

*This event raises:* Awareness & Money

*Keys to success:*

- Arrange to borrow a set of bocce balls (or several).
- Arrange for a location to hold the event (large grassy area).
- Ensure each team has a copy of the rules of the game (or make up your own rules!).
- There are 4 people on a team, and different divisions participate against each other in the tournament (initial game, semi-finals and finals).
- Teams are charged an entry fee.
- Individuals sign up as ‘sponsors’ and pay a fee to sponsor their favourite team.
- Arrange for volunteer ‘officials’ to oversee the games.
- Ask your Deputy Minister or CEO to throw the first ball at the first game.
- Award prizes to the winning team (a trophy or medals are good prizes).

### **Chili Lunch (Fundraiser)**

*Cost of running event:* Medium

*Degree of difficulty:* Medium

*This event raises:* Awareness & Money

*Keys to success:*

- Negotiate with staff members or a wholesale distributor for a donation of supplies or a discount.
- Advertise well in advance with posters, memos and emails.
- Sell tickets in advance to help make the luncheon run smoothly.
- Prepare chilli, rolls and salad in advance.
- Set up early in the morning, simmering chilli in slow cookers.
- Approach your department heads to do the serving.
- Have a chilli cook-off—invite employees to bring in a batch of their best! Co-workers can judge the chilli on taste, texture and fire value.

### **Coin Contest (Fundraiser)**

*Cost of running event:* Low

*Degree of difficulty:* Medium

*This event raises:* Awareness & Money

*Keys to success:* This contest is best run over a few weeks' period.

- Advertise a coin collection competition between departments.
- Suggest large volumes of coin be rolled, or have coin rolling papers on hand.
- Award prizes to the departments collecting the most money.
- Exchange rolled coin for bills at a local bank. Check with the bank in advance as they have specific coin drop days.

### **Cookies For A Cause (Recommended by Staff)**

*Cost of running event:* Low

*Degree of difficulty:* Medium

*This event raises:* Awareness & Money

This cross-ministry event takes place in October each year in Victoria and could be organized in any region. It is fun and can generate a lot of interest and money in a short period of time.

*Keys to success:*

- Get a large volunteer group to help, perhaps one person from each floor in a large ministry.

- Arrange for 3 judges such as a deputy minister, a local TV or radio celebrity and one other.
- Advertise well in advance with posters, memos and emails.
- Decide on categories such as: best chocolate cookie, best tasting, best decorated, best Halloween, ugliest cookie etc.
- Ask staff to donate two dozen cookies and recipes.
- Judging may take place over the lunch hour, in a public location such as the entry foyer or reception, so employees can gather to watch.
- Arrange cookies on tables and have volunteers sell them to staff. Volunteers should handle the cookies with tongs or plastic gloves and put them into bags (do not allow purchasers to handle the cookies for food safety reasons).
- Recipes are sold separately at the event or compiled into a cookie cookbook and sold at a later date to raise additional funds.
- Note: a small silent auction can be run along with this event as many employees will be gathered and can view and bid on items while munching cookies!

### **Corporate Olympics (Fundraiser)**

*Cost of running event:* Low

*Degree of difficulty:* High

*This event raises:* Awareness & Money

*Keys to success:*

- Form a committee to decide which events to run (sample ideas follow), the location for the events and prizes (such as Olympic style medals).
- Post an announcement on the web, email and on bulletin boards listing event categories.
- Post sign-up sheets (sample follows) well ahead of the event so employees have plenty of time to form teams (each team should have a captain).
- Distribute event category list, rules and scoring sheets to team captains.
- Encourage senior management to participate in the events or by awarding medals.
- Enlist volunteers to lay out the course, officiate at the events, and runners to collect points as events are completed so the scores can be tabulated quickly.

**Corporate Olympic Events. Rules and Scoring**

**Micromanagement Relay - blindfolded obstacle course**

*Rules:*

- Blindfold the participant.
- Participant follows the Manager's verbal instructions through the obstacle course while trying to ignore the hecklers on the sidelines.
- No interfering with the other teams allowed. No wandering into their racetrack and knocking over their obstacles. Heckle all you want, but don't touch!

*Scoring:*

- 1st place            10 points
- 2nd place            5 points
- 3rd place            3 points

*Penalties will be levied for:*

- knockdown of an obstacle      5 points
- step over the line                1 point per occurrence
- uncompleted task                2 points
- interfering                         10 points (ouch)

**Bean Counters Event - 120 seconds to count all the beans**

*Rules:*

- Participants will count/estimate the number of beans on a plate.
- Beans must stay in the plate.
- Only one counter per team, and one recorder per team.
- Written answer must be submitted.

*Scoring:*

- 1st place            3 points
- 2nd place            2 points
- 3rd place            1 point

**Recycling Basketball- get the most baskets and win**

*Rules:*

- Participants make paper balls and attempt to make as many baskets as possible.
- 1 team rep to run to recycling box and get just enough paper for team.
- Each team member must throw 3 'balls' - one sheet of paper per ball.

*Scoring:*

- 1st place            3 points
- 2nd place            2 points
- 3rd place            1 point

**Cutting the Red Tape - 120 seconds to cut the most red tape**

*Rules:*

- Participants are given a length of red tape to be cut into pieces within the timeframe - as many as possible, as quickly as possible.
- 1 team member with scissors.
- 1 team member with ruler.
- Most pieces cut wins.
- Pieces outside the tolerance range (you decide the length) don't count (+/- 2", or 1" over, 1" under)

*Scoring:*

- 1st place            3 points
- 2nd place            2 points
- 3rd place            1 point

**Balancing the Books Relay - fastest team wins**

*Rules:*

- Participants balance a book on their head while walking/running a course.
- Each team member does one lap, unless team is short handed, then one team member runs twice.
- No running with your hands on the book (the 3 step rule).

*Scoring:*

- 1 penalty for running with your hands on the book
- 1st place            10 points
- 2nd place            5 points
- 3rd place            3 points

***Corporate Olympics Sign-up Sheet:***

*Micromanagement Relay*

*Event 1*

Name:	Department

*Bean Counters Event*

*Event2*

Name:	Department

*Recycling Basketball*

*Event 3*

Name:	Department

*Cutting the Red Tape*

*Event4*

Name:	Department

*Balancing the Books Relay*

*Event5*

Name:	Department

**Executive Car Wash (Fundraiser)**

*Cost of running event:* Low

*Degree of difficulty:* Medium

*This event raises:* Awareness & Money

*Keys to success:*

- Arrange to have the Deputy Minister or other executives wash cars.
- Advertise the event in advance with posters, memos and email.
- Schedule the car wash over lunch hours to maximize employee participation.
- Hold the car wash in the parking lot at a charge of approximately \$5.

**Flea Markets, Book Sales, Palm Readings (Fundraiser)**

*Cost of running event:* Low

*Degree of difficulty:* Medium

*This event raises:* Awareness & Money

*Keys to success:*

- Arrange for people to donate used articles (i.e., books, toys).
- Advertise the event in advance with posters, memos and email.
- Have volunteers available to sort, price, set-up display tables and sell items.
- Include a fortune teller/palm reader booth where executives will read your fortune (for a price!).

### **Halloween Events (Fundraiser)**

*Cost of running events:* Low

*Degree of difficulty:* Low to High

*This event raises:* Awareness & Money

*Keys to success:* Some ideas for Halloween events in your ministry.

- A Haunted House takes a long time to set up and take down, so a large volunteer committee is required. A location is needed that can be secured for several days to allow for set-up and clean up. Several volunteers are needed in the room to assist the passage of visitors through the darkness. Charge an entry fee to enter the haunted house, or request donations.
- A Pumpkin Carving Contest between branches is easy to arrange. Ballots are sold to judge the best carved pumpkin in different categories such as the scariest pumpkin, funniest looking pumpkin, most creative or best pumpkin carved by an employee's child.
- Best Costume, Best Decorated Workstation or Best 1-Minute Scary Story contests are additional ideas you could develop.

### **Head Shaving (Fundraiser)**

*Cost of running event:* Low

*Degree of difficulty:* Low

*This event raises:* Awareness & Money

One year a CEO offered to have his head shaved if the organization reached the 85% donor participation rate! The event was successful in building a positive team atmosphere and raised additional money for the Community Fund.

*Keys to success:*

- Ask for volunteers to have their head shaved!
- Advertise the event in advance with posters, memos and email.
- Arrange for a barber to shave the head (or a staff member).
- Have staff bid or sell tickets to watch the event to raise additional funds.
- Consider using video conferencing, conference calling or the intranet if staff is spread out in regions so everyone can participate.
- Consider asking the local media to cover the event!
- Take lots of pictures of the before and after to send by email or post on bulletin boards.

### **Horse Race (Fundraiser)**

*Cost of running event:* Medium

*Degree of difficulty:* Medium

*This event raises:* Awareness

Measuring the progress of your campaign builds momentum and displaying results can assist in reaching your goal. One ministry did it this way:

*Keys to success:*

- Create a large racetrack with horses representing each department head/canvasser.
- Enter either department heads or canvassers into the horse race.
- Set up the racetrack in a strategic area where there is high visibility.
- Horses will advance on the track as dollars and/or participation rates increase in each department.
- Give incentive prizes to individual department heads or canvassers that make dollar or participation goals, and/or to entire departments (i.e., department lunch, or a doughnut day).

**Interdepartmental Pentathlon (Fundraiser)**

*Cost of running event:* Low

*Degree of difficulty:* Medium to High

*This event raises:* Awareness & Money

*Keys to success:*

- Enlist a volunteer committee to organize the events.
- Advertise the event in advance with posters, memos and email.
- Schedule noon-hour events each day of the week (therefore, a pentathlon).
- Schedule fun events like: a paper airplane throwing contest, shooting crumpled paper into wastebaskets, an obstacle race (an added twist is to push top executives sitting in chairs around a course of pylons), a briefcase toss.
- Encourage departments to enter teams in each event.
- Encourage senior management participation (participants, judging, awarding prizes).
- Hold finals in the main lobby where employees can cheer on their co-workers.
- Encourage interdepartmental competition.
- Award prize to winning department.

**Mini-Putt (Fundraiser)**

*Cost of running event:* Medium

*Degree of difficulty:* Medium

*This event raises:* Awareness & Money

*Keys to success:*

- Advertise in advance for foursomes to enter teams (BYOP: Bring your own putter).
- Charge a flat fee per foursome.
- Solicit prizes from contacts/employees/senior management.

- Develop a scorecard for participants.
- Set-up mini-putt golf course throughout hallways, offices, elevators.
- Be creative: construct water (bucket) traps, sand (popcorn) traps.
- Award prizes for lowest score, worst putt etc.

### **Loonie Lane (Fundraiser)**

*Cost of running event:* Low

*Degree of difficulty:* Low

*This event raises:* Awareness & Money

*Keys to success:*

- Arrange to have two-way tape stuck down on the floor (for one day) along a main route in your building.
- Ensure volunteers are available to encourage participation.
- Advertise the event in advance with posters, memos and email.
- Encourage passers-by to stick loonies along the tape.
- Have a friendly competition between two departments, sites or even ministries.

### **Paper Airplane Contest (Fundraiser)**

*Cost of running event:* Low

*Degree of difficulty:* Low

*This event raises:* Awareness & Money

*Keys to success:*

- Arrange for an 'open space' location for the event.
- Advertise in advance for branch teams or individuals to compete.
- Advertise the categories and rules, but do not disclose the materials list.
- Charge a fee per team or individual.
- Solicit prizes from contacts/suppliers/employees.
- Arrange for volunteers to act as timers, recorders, to measure distances etc.
- Materials: you may use only the following materials to build your paper airplane:
  - One or two standard-size sheets of copy paper (required)
  - One standard paper clip (optional)
  - Three inches of tape (optional)
  - A dab of glue (optional)
  - Three staples (optional)
- **Rules:**
  - Each competitor builds two paper airplanes using only the materials allowed. Competitors can participate individually or as a team.

- One paper airplane should be designed to fly as far as possible. Build the other airplane to stay in the air as long as possible.
- For the 'distance' category, each competitor throws his or her paper airplane and the distance (touchdown not final resting-place) are recorded. Each competitor has up to three chances to get their 'longest time in air'.
- For the 'time in air' category, each competitor throws their airplane and the flight is timed with an accurate stopwatch. Record the time in seconds and hundredths of a second. Each competitor has up to three chances to get their 'longest time in air'.
- When all results are in, determine the two winners and award prizes.

### **Pot-Luck Lunch with Cookbook (Fundraiser)**

*Cost of running event:* Low

*Degree of difficulty:* Low

*This event raises:* Awareness & Money

*Keys to success:*

- Advertise the event in advance with posters, memos and email.
- Ask staff members to contribute a dish for the potluck luncheon.
- Encourage them to bring in the recipe for their dish.
- Organize the recipes to create a staff cookbook.
- Sell the cookbooks later to raise money.
- Consider having an agency speaker at the event.

### **Raffles (Gaming)**

*Cost of running event:* Low

*Degree of difficulty:* Medium

*This event raises:* Awareness & Money

*Keys to success:*

- Contact the Community Fund office prior to running a raffle to order raffle tickets, and obtain gaming license number and correct procedures for reporting funds raised. Please read the letter in this manual from Douglas Scott, Assistant Deputy Minister, regarding gaming activities.
- Advertise the event in advance with posters, memos and email.
- Obtain donated prizes from senior management, employees or local businesses.
- Circulate a raffle donation sheet to find out what prizes employees are willing to donate.

- **Gift Baskets** with a theme are very popular:
  - Garden: pots, seeds, bulbs, plants, ornaments, tools, books, gloves
  - Romance: chocolates, candles, gift certificates
  - Luxury: spa items or certificate, CD, candles, lotions
  - Gourmet: foods, seasonings, cheese, utensils, cookbook, gift cert.
  - Family: games, dinner certificates, movie passes, museum passes
  - Adventure: ski trip, balloon ride, river rafting, gift certificates
  - Pets: collars, leashes, treats, doggie wash/trim, toys, dog walking
  - Adult private time: We'll leave this up to your imagination!
  - Christmas: baking, books on decorating/cooking, gift wrap service
  
- Locate ticket sellers in key areas and display prizes well before the draw.

### **50/50 Draw (Gaming)**

*Cost of running event:* Low

*Degree of difficulty:* Low

*This event raises:* Awareness & Money

*Keys to success:*

- Contact the Community Fund office prior to running a raffle to obtain the Community Fund gaming license number and correct procedures for reporting funds raised. Please read the letter from Douglas Scott, Assistant Deputy Minister, regarding gaming activities..
- Arrange to sell 50/50 tickets on a specific day of the week (not a Friday or Monday as many people are away those days).
- Advertise the event in advance with posters, memos and email.
- Purchase 50/50 tickets from the “dollar store”.
- Split the money between the winner and the Community Fund.
- Locate ticket sellers in key areas.
- Have weekly draws throughout your campaign.

### **Ugly Tie, Hat, Shirt, Suit, Dress Contest (Fundraiser)**

*Cost of running event:* Low

*Degree of difficulty:* Low

*This event raises:* Awareness & Money

*Keys to success:* This is fun and a great team builder.

- Advertise the event in advance with posters, memos and email.
- Choose a category and have employee’s model their attire.
- Encourage ministry executive to participate.

- Encourage staff to buy a ballot to vote on what is the 'ugliest'.
- Take pictures during event to post on campaign bulletin board.

### **Word Puzzle (Fundraiser)**

*Cost of running event:* Low

*Degree of difficulty:* Low

*This event raises:* Awareness & Money

*Keys to success:*

- Advertise the details of this event in an email to all staff and ask those who want to participate to respond by return email.
- Participant names are added to a distribution list once they pay an entry fee.
- Buy a crossword puzzle book (with the answer key included) and scan in a puzzle.
- Email a crossword to those on the distribution list, or distribute a paper copy if not using email.
- Prizes are awarded for those doing the best on the puzzle in a pre-determined time frame.
- Repeat the event on a weekly basis if desired.

## GAMING DO'S AND DON'TS FOR CAMPAIGN 2011

**Do** use the Community Fund 2011/12 gaming license number – #36171 effective September 1, 2011.

**Do** note that **one** single license covers all gaming & raffles across the province for the Community Fund.

**Do** add the slogan “Know your limit, play within it”, Problem Gambling Helpline 1-888-795-6111 and license number on all event advertising including posters, emails etc. ( *A poster template for your convenience can be downloaded from [www.communityfund.gov.bc.ca](http://www.communityfund.gov.bc.ca).* )

**Do** use a Campaign Supply Form after September 1, 2011 to order your raffle tickets.

**Do** ensure that tickets sold to all raffles are conducted within a 4 month period.

**Do** note that 50/50 draws must be drawn on the same day as the tickets are sold.

**Do** use Gaming E-Forms for raffles and 50/50 draws and the Fundraiser E-Forms for all other events.

**Do** ensure your e-form has a unique serial number on the top right hand corner i.e. F11123 or G11456

**Do** fill out one Gaming Form if you have a lot of 50/50 draws – detail each draw date and the amount raised for each draw & attach winning ticket(s) to the form.

**Do** refer to the Campaign Handbook sections on Gaming Events to answer your questions.

**Do** call Linda at 250-356-1771 if you have any questions pertaining to running gaming events that you can't find in the handbook.

**Do** call Anne at 250-387-4658 if you have any financial questions pertaining to gaming events that you can't find in the handbook.

**Don't** give prizes of alcohol, firearms and livestock.

**Don't** use your own raffle tickets – order them from the Community Fund office using a Campaign Supply Order Form.

**Don't** forget to advertise where the proceeds will be going and all proceeds must benefit the Community Fund supported Charities.

**Don't** forget to fill out your Gaming Forms - complete with verifying signatures/initials, deposit slips & winning raffle or 50/50 ticket(s).

**Don't** use a Fundraising Form for a Gaming Event (or vice versa).

**Don't** make a deposit without a completed event form, which is sent to the Community Fund office.

**Don't** deposit Fundraising monies into the Community Fund Gaming Account.

**Don't** deposit Gaming monies into the Community Fund General Account.

**Don't** deposit Gaming monies & Fundraising monies together.

**Don't** deposit Employee Pledge monies – send them to the Community Fund office for processing.

**DON'T FORGET YOU'RE DOING AN AWESOME JOB!!**