

Host a Community Event

Your Fundraising Guide

From setting up your fundraising page to a big cheque presentation at the House – everything you need to know is right here! If you have any additional questions, please feel free to contact us at community@rmhbc.ca.

Let's get started!

1. Decide on the type of fundraiser you want to host

Download the Fundraising Toolkit on our Community Events page (rmhbc.ca/host-an-event) to read about the various fundraising programs we offer.

2. Set your fundraising goal

At RMH BC, families contribute only \$12 per night (if they can). However, our actual cost to accommodate a family for one night is **\$125**. Generous donations and fundraisers like yours ensure that no family is turned away.

If you are having trouble deciding on a fundraising goal, here are a few suggestions that give you an idea of how your donation can help families:

- To cover the cost of a family's stay for 1 week at the House, the total cost is **\$875** (7 days X \$125)
- An average stay at the House is 13 nights, which costs around **\$1,625** (13 days X \$125)
- Sometimes, families must stay for a month, which adds up to **\$3,750** in costs (30 days X \$125)

Remember that these are simply suggestions and that every donation – big or small – makes a tremendous impact on families in need.

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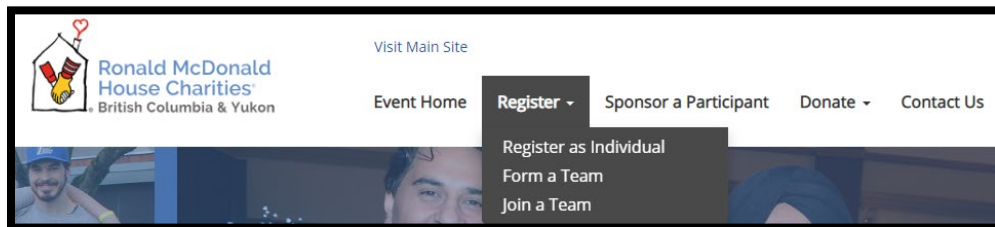
3. Fill out an Application Form to host an event

When you have decided on the details of your event, please fill out an Application form here: <https://rmhbc.ca/community-event-agreement-form/>

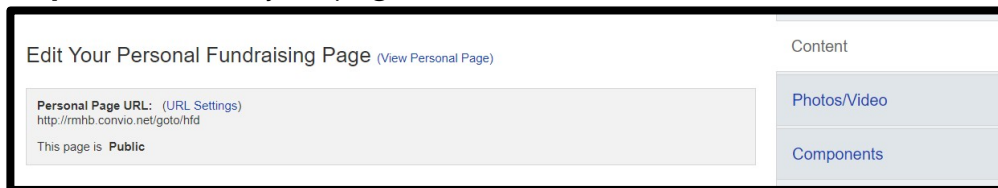
4. Once you receive approval from an RMH BC team member via email, you can get started by creating your personalized fundraising page!

Step 1: Visit http://rmhb.convio.net/site/TR?fr_id=1091&pg=entry

Step 2: Register as an individual or form a team



Step 3: Customize your page



- In the **"Content"** tab, you can customize your event title and profile text. You can also shorten and customize your URL link by clicking on **"URL Settings"**. Shortening the URL makes it easier to share!
- In the **"Photos/Video"** tab, you can add a photo or video to your fundraising page. Photos must be in gif, jpg or png format and should not be larger than 2MB
- In the **"Components"** tab, you can opt to display a thermometer showing your fundraising progress. You can also opt to show a list of donor names and donation amounts.

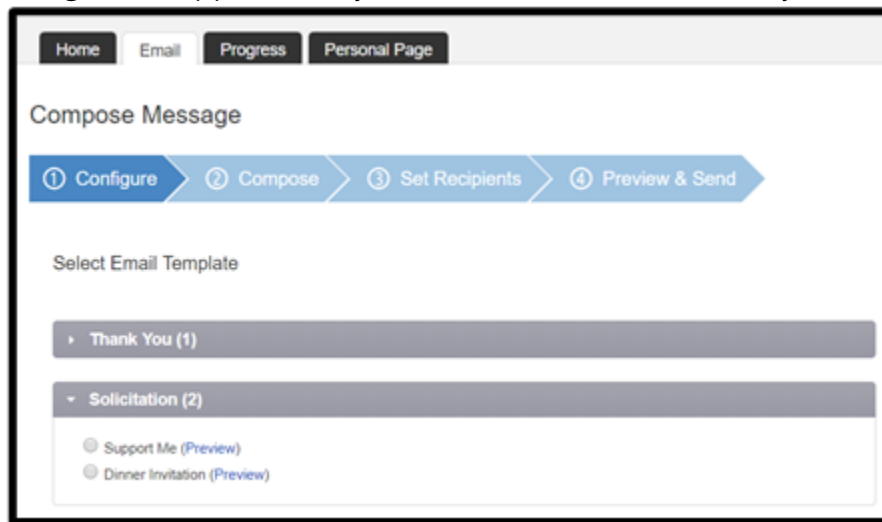
Step 4: See what your page looks like to others! Preview your page by clicking **"View Personal Page"**

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5. Spread the word about your event

Use the **"Email"** tab on your fundraising page to share information about your fundraiser and garner support from your network of friends & family



If your event is open to the public, we would be happy to post about it on our **Community Events** page (rmhbc.ca/community-hosted). Contact community@rmhbc.ca to learn more.

Share your event on Facebook, Twitter or Instagram, tag **@rmhbc** and use hashtag **#keepingfamiliesclose!**

6. Get your RMH BC materials

We can provide you with many different materials that will educate your supporters about the House and also make your event a big success! Materials available include:

- ✓ Brochures
- ✓ RMH BC Digital Logos
- ✓ RMH BC Photos & Videos
- ✓ Event Posters
- ✓ Donation Forms
- ✓ Swag (based on availability)

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7. Collect donations and host your event

Collect online donations prior to your event by sending out your URL or collect cash & cheque donations on the day of your event. Any cheque donations should be made payable to Ronald McDonald House BC.

RMH BC can issue tax receipts for donations of \$20 or more. For any donors requesting a tax receipt, please collect all the necessary information on the Donation Form that can be found on our Community Events page (rmhbc.ca/host-an-event). Required details include: **name, address, contact info (email or phone), amount donated and type of donation (cash or cheque).**

8. Submit your donations to RMH BC

Any donations collected through your online fundraising page will go directly to RMH BC and tax receipts will be issued accordingly.

Any cash or cheque donations collected can be submitted in person at RMH BC. Be sure to also submit your Donation Form for any tax receipts that need to be issued. Please note that tax receipts for cash and cheque donations will only be issued by RMH BC once all funds are received and the full list of donors has been provided.

Address: 4567 Heather Street, Vancouver, BC V5Z 0C9
Hours: Monday to Friday between 9:30am to 4:30pm
Please contact us at community@rmhbc.ca prior to visiting!

We would be happy to have the big cheque ready for a photo opportunity and can also give you a tour of the House to show you the impact that your fundraiser will have to families in need. Please contact us to arrange your visit!

Any Questions?

Contact us at community@rmhbc.ca