



Odyssey House

Third-Party Fundraising Event Handbook

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ABOUT ODYSSEY HOUSE

Odyssey House provides safe, secure, and supportive accommodation for individuals and their children who are victims of domestic violence, are in crisis, or in need of a housing alternative. Odyssey House is open 24 hours a day, 7 days a week.

In the 2020/2021 year, we supported 130 adults and 123 children at our emergency shelter and had over 3,500 calls to our crisis line. We provide facilitated groups, trauma counseling, child care, afterschool care, community outreach, and public education.

Since the late 1970's Odyssey House has been working with the community to provide these services and outreach, but our mission looks towards the future, to reach into the cultures that can grow with diversity and understanding.



WHAT IS A THIRD-PARTY FUNDRAISER?

Third-Party Fundraisers are a great way to make an impact in the community and have fun while doing it! These kinds of fundraisers are what the spirit of giving and charity are all about, starting from the individuals, businesses, or organizations that want to make a difference.

All you need to get started is an idea for an event. A Bake Sale, Walk-a-Thon, Silent Auction, Concert... Just to name a few! Start with what interests you, and how you can use that passion to do something amazing!

You get to know that your efforts and generosity are going to an amazing program that has a strong foundation in the peace country



SOME IDEAS FOR A FUNDRAISER

Bake Sale
Walk-a-Thon
Board Game Tournament
Silent Auction
Benefit Concert/DJ
Art Show
Staff Party Fundraiser
Car Wash
Dance-a-Thon
Dodgeball Tournament
Recipe Books
Cooking Class
Twitch Video Game Fundraiser
Tailgate Fundraiser
Film Festival
Dinner Party
Eating Contest
Art Auction
Battle of the Bands
Pancake Breakfast
Casino Night
Wine Tasting

Fashion Show
Scavenger Hunt
Karaoke Night
Afternoon Tea
Comedy Night
Trivia Night
Yard Sale
Community Potluck
Talent Show
Basketball Tournament
Craft Fair
Ice Cream Social
BBQ Cook Off



GUIDELINES & SUPPORT

We are so grateful that you have chosen Odyssey House to be the charity that you support for your fundraising efforts and we would like to help any way possible. We have a few guidelines and expectations for all our third-party fundraisers.

GENERAL GUIDELINES

Odyssey House is founded on the principles that no person deserves to live with violence. We try to see people through a trauma informed lens, and treat everyone with compassion, respect, and honesty. We expect those who wish to partner with us for any of our events or as a third-party fundraiser would also believe in these principles and have a passion to eliminate domestic violence and toxic masculinity.

SUPPORT FROM US

- This fundraising handbook
- Rack Cards on Odyssey House
- Some promotional materials
- Advertising public events on our Social Media
- Attendance from staff on request if available
- Presentation from our Public Education team if available
- Tax receipts, if applicable
- Thank you letter

LIMITATIONS

- We cannot guarantee attendance from staff or presenters
- We cannot provide insurance coverage
- We cannot reimburse you for fundraising expenses
- We cannot share any donor lists
- We cannot share any of our client information
- We cannot provide you with any email lists.

GENERAL EVENT TERMS & CONDITIONS

1. The Application for the event must be approved by Odyssey House before publicizing or holding the event.
2. One person involved in the event must be chosen to act as the Fundraiser Coordinator for the event. This is generally the person applying for the fundraiser, so please inform us if it is someone else.
3. Odyssey House reserves the rights to withdraw the use of its name and Proud to Support logos if we discover the event or the organizers do not align with our principles.
4. If the event is canceled for any reason, the Fundraiser Coordinator agrees to contact Odyssey House at least 48 hours prior to the event.
5. Odyssey House will not assume any legal or financial responsibility for the event or its promotion.
6. Odyssey House is not responsible for any damage or accidents to persons or property in relation to the event.

"PROUD TO SUPPORT" LOGO GUIDELINES

Proud to Support Logo

Our Proud to Support logo has been designed specifically for our third-party fundraisers. It includes our House Symbol and can be used to show that your event is there to proudly support Odyssey House.



We provide 4 different logos, a large full color logo for banner print, and three smaller logos that can be used for projects and online.

Please do NOT use the standard Odyssey House logos in any of your promotional materials. Anything using the standard logo needs to get approval of our organization. You are free to use the Proud to Support logo to create your own promotional material once your event has been approved.

Clear Space & Minimum Size

We have outlined the logos to ensure there is enough clear space around the logo, please do not have any images or text overlap these lines to ensure the logo is adequately represented. The Logo should never be reproduced smaller than 1.5 inches wide, or 200 pixels wide for online applications.

Color & Art

You should always use the master files provided to you by Odyssey House, and never alter the artwork, this includes changing the aspect ratio (stretching or flattening) or placing other text or graphics over the logo. We would prefer the color variant be used, but the black and white logos can be used to work best with your project or for black and white printing.

If you have any questions about the logo or its usage, please email communications@odysseyhouse.ca

THIRD-PARTY FUNDRAISER

Donation Tracking Form



Fundraiser Coordinator Information

NAME		EVENT	
ADDRESS		CITY, PROVINCE	POSTAL CODE
ORGANIZATION	DAYTIME PHONE	EMAIL ADDRESS	

Donations

Please make cheques payable to Grande Prairie Women's Residence Association
 Donations \$100 and over will be tax receipted, so long as the donors complete name and address are provided

NAME	PHONE	EMAIL <input type="radio"/> Send my tax receipt by email	Donation Amount
ADDRESS		CITY, PROV	POSTAL CODE Method of Payment
NAME	PHONE	EMAIL <input type="radio"/> Send my tax receipt by email	Donation Amount
ADDRESS		CITY, PROV	POSTAL CODE Method of Payment
NAME	PHONE	EMAIL <input type="radio"/> Send my tax receipt by email	Donation Amount
ADDRESS		CITY, PROV	POSTAL CODE Method of Payment
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ADDRESS		CITY, PROV	POSTAL CODE Method of Payment
NAME	PHONE	EMAIL <input type="radio"/> Send my tax receipt by email	Donation Amount
ADDRESS		CITY, PROV	POSTAL CODE Method of Payment

Contact Odyssey House at 780-538-1332 to arrange pick up or drop off of donations

Feel free to print as many copies of this page as needed for your event
 Grande Prairie Women's Residence Association Operating as Odyssey House www.odysseyhouse.ca
 Registered Charity #: 129126462RR0001



www.odysseyhouse.ca
communications@odysseyhouse.ca

**THANK YOU FOR SUPPORTING
ODYSSEY HOUSE**