

# Third-Party Fundraising Handbook

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## Introduction

First and foremost, thank you for your interest in supporting our organization and its mission. Our third-party hosts are extremely important to us as they make a huge impact on the success of our organization.

### ***What is third-party fundraising?***

Third Party Event: A major fundraising initiative organized, staged, and funded by a community group, club, business, or individual(s) who wish to raise funds on behalf of Odyssey House.

### ***Your support makes a huge difference!***

Donations from third-party fundraisers make a significant impact at our domestic abuse shelter. Approximately 10% of our funding comes from donations. Here's what we accomplished with your support in 2024/2025:

The Emergency Shelter program supported **236** women and **182** children.

The Crisis Line received over **2,622** calls for support and services.

Serenity Place, second-stage program supported, **13** women and **18** children.

Provided **156** presentations and public engagement sessions to over **9,000** individuals.

Our three childcare programs served a total of **68** children and provided a total of **15,390** hours of trauma informed programming to children accessing our programs.

Community Support facilitated **53** support groups attended by **648** people.

Provided **281** hours of trauma counseling for a total of **194** sessions.

## ***Where does your money go?***

The funds are used to support critical services such as emergency housing, childcare, access to food and clothing, support, and legal assistance. They also contribute to the upkeep and improvement of our facilities, ensuring a welcoming and secure environment for everyone we serve. Your contributions are essential in helping us provide comprehensive care and support, allowing individuals and families to move towards safety and independence.

## **Getting Started**

- Step 1** Determine what you want to do and plan how you will raise the funds. The following page has many ideas that you can pull from and make it your own!
- Step 2** Complete the third party application form found on our website. ([Third-Party Fundraiser Application Form](#))
- Step 3** After you submitted your third party application form please wait for approval before promoting your event. The approval process will take 1-2 days.
- Step 4** Plan & host your event! If you have any questions or need support please reach out to us!
- Step 5** After the event, if you need a cheque or items picked up, please email us at [development@odysseyhouse.ca](mailto:development@odysseyhouse.ca) to arrange a time. We would also love to feature your organization on social media, so let us know if you're interested in a photo opportunity. If anyone has requested a tax receipt, please email a copy of the tracking sheet, and we will issue the receipt accordingly.

### **Notes:**

Other Payment Methods:

- **E-transfer:** Send your e-transfer to [admin@odysseyhouse.ca](mailto:admin@odysseyhouse.ca). In the notes section, please specify if there is a particular service you would like your donation to support.
- **Mail:** You can mail your cheque to PO Box 1395, Grande Prairie, AB T8V 4Z2. Please include a note indicating that this cheque is from your third-party fundraising event.

Please make all cheques payable to The Grande Prairie Women's Residence Association.

# Event Ideas

## ***Event-Based Fundraisers***

- Charity Walk/Run
  - Partner with a local park or school.
  - Participants can gather sponsors or pay an entry fee.
- Benefit Concert
  - Collaborate with local musicians or bands.
  - Charge for tickets or accept donations during the event.
- Tournament
  - Host at a local sports center.
  - Charge an entry fee or accept donations.
- Bake Sale
  - Involve local bakeries or volunteers.
  - Sell baked goods at community events or online.
- Yard Sale
  - Organize a community-wide sale with donated items.
  - Proceeds go to the non-profit.
- Outdoor Movie Night
  - Partner with a local park or community space.
  - Charge for admission or offer concessions, with proceeds going to the non-profit.

## ***Product-Based Fundraisers***

- T-Shirt Fundraiser
  - Design custom t-shirts and sell them online.
- Cookbook Sale
  - Collect recipes from the community and create a cookbook.
  - Sell physical or digital copies.
- Online Auction
  - Gather donated items or services.
  - Host the auction on an auction platform
- Craft Fair
  - Partner with local artisans.
  - Sell handmade goods with a portion of sales going to the non-profit.
- Holiday Cards
  - Design custom holiday cards.
  - Sell them online or at local events.

## ***Experience-Based Fundraisers***

- Coaching Services
  - Offer personalized coaching sessions
  - Charge a fee per session with a percentage of proceeds going to the non-profit.
- Cooking Class
  - Collaborate with a local chef.
  - Offer a paid class with proceeds going to the non-profit.
- Yoga or Fitness Class
  - Partner with local instructors.
  - Host a donation-based class.
- Art Class or Paint Night
  - Team up with local artists.
  - Charge a fee for participation.
- Photography Session Day
  - Partner with local photographers.
  - Offer discounted mini sessions, with a portion of the proceeds going to the non-profit.

## ***Online Fundraisers***

- Virtual Giving Tree
  - Create a digital giving tree with various donation levels or wish list items.
  - Donors can “pick” an item to contribute, with funds going to the non-profit.
- Social Media Challenge
  - Create a viral challenge with a donation component.
  - Encourage participants to donate and tag others.
- Photo Contests
  - Host a themed photography contest open to the community.
  - Charge an entry fee, and offer prizes for winners.
  - Showcase the top entries, with proceeds going to the non-profit.
- Online Course or Webinar
  - Offer a paid online or in person course on a relevant topic.
  - Proceeds from the registration fees support the non-profit.
- Virtual Raffle
  - Sell raffle tickets online using a raffle platform.
  - Offer donated prizes and announce winners during a live event.

## ***Corporate/Community Partnerships***

1. Restaurant Fundraiser
  - Partner with a local restaurant.
  - A percentage of sales on a designated day goes to the non-profit.
2. Retail Round-Up Program
  - Collaborate with local stores.
  - Customers can round up their purchase total to donate.
3. Employer Matching Gifts
  - Encourage supporters to ask their employers to match donations.
  - Provide easy steps for participation.
4. Staff Party Fundraiser
  - Incorporate elements like raffles or auctions at your staff party with funds going to the non-profit.
5. Donation Boxes
  - Place donation boxes in local businesses.
  - Collect funds over time.

There are countless ways to support our fundraising efforts—find what resonates with you and make it your own.

## **How we can help**

### **Event Promotion**

If your event is public, we'd be glad to help spread the word through our social media channels!

### **Donation Tracking & Tax Receipts**

We can supply forms to help track cash donations. As a registered charity, we can issue tax receipts for contributions of \$100 or more. To do this, please provide the donor's name and mailing address. Keep in mind that if a donor receives something in return for their money, it's considered a purchase and doesn't qualify for a tax receipt.

### **Promotional Materials**

We might be able to provide Odyssey House pamphlets and other branded items if needed. However, availability depends on our current inventory and is not guaranteed.

### **Attendance**

We'd love to join you at your event and help out in any way we can. Our participation will depend on our availability, but we'll do our best to be there if requested.

## Event Terms & Conditions

- The application for the event must be approved by Odyssey House before publicizing or holding the event.
- Odyssey House reserves the rights to withdraw the use of it's name and Proud to Support logos if we discover the event or the organizers do not align with our principles.
- If the event is canceled, the organizer agrees to contact Odyssey House 48 hours prior to the event if possible.
- The organizer agrees to handle all monetary transactions for the fundraising event.
- Cheques for sponsorship to cover expenses should be made out to your event or organizing committee.
- The event organizer will take care of all aspects of the initiative, including overseeing volunteers, handling advertising, managing ticket sales, securing sponsorships, and covering all associated expenses.
- The event organizer is solely responsible for obtaining event insurance, liquor licenses, security deposits, and fulfilling any other legal or contractual requirements.
- Odyssey House is not responsible for any damage or accidents to persons or property in relation to the event.
- Promotional material must state "In support of Odyssey House". Logo's permitted to use are found [HERE](#). Using our main logo is not permitted.



- For support or attendance requests, please contact the Media & Event Coordinator with sufficient advance notice. Attendance will be provided based on availability and is not guaranteed, though we will make every effort to accommodate your request.
- Final cheques of fundraising efforts must be made out to our legal name: Grande Prairie Women's Residence Association
- We are able to give tax receipts to anyone who donates \$100 or more at your event. Please ensure you have filled out the necessary information for each person requesting a tax receipt. [Download Here](#).

## Contact Information

Nicole Shirvell  
Media & Event Coordinator  
development@odysseyhouse.ca  
Cell: 780-296-3380

Grande Prairie Women's Residence Association  
PO Box 1395 Grande Prairie, AB T8V 4Z2  
www.odysseyhouse.ca

Thank you for your interest in supporting our cause. Your dedication to our community means everything, We're so excited to hear about your event idea and look forward to the impact we can make together!

[Apply to be a Third-Party Fundraiser Host!](#)

# THIRD-PARTY FUNDRAISER

## Donation Tracking Form



### Event Organizer Information

BUSINESS NAME		EVENT	
ADDRESS		CITY, PROVINCE	POSTAL CODE
CONTACT PERSON NAME	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 donor's full name and address are provided

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

Contact Nicole Shirvell at [development@odysseyhouse.ca](mailto:development@odysseyhouse.ca) to arrange pick up of donations

Registered Charity #: 129126462RR0001