



NATIONAL PANCREATIC CANCER CANADA FOUNDATION

2446 Bank Street, Suite #656, Ottawa, ON K1V 1A8 • 1-888-PANCAN9 • 1-888-726-2269

Fundraising and Event Questions

I would like to organize an event in support of Pancreatic Cancer Canada. How do I get started?

A: Thank you for your interest in organizing an event in support of the fight against pancreatic cancer. Once you have determined the specifics of your event, please fill out our Event Proposal Form found in the Fundraising and Event Guidelines PDF or as a form on the "Create Your Own Event" webpage. After we receive your form, a member of Pancreatic Cancer Canada will review your event information and be in touch within 5 business days.

Is the Pancreatic Cancer Canada able to issue tax receipts for my event?

A: Yes. Our Foundation, National Pancreatic Cancer Canada Foundation, is pleased to issue charitable tax receipts in accordance with the Canada Revenue Agency rules and regulations for charitable tax receipting. For the most current information regarding tax receipting, please refer to www.cra.gc.ca

Can I put the Pancreatic Cancer Canada logo on our event materials?

A: Yes, once your event is approved, we would be happy to provide you with our logo for your fundraising needs. All promotional event material must be approved by Pancreatic Cancer Canada (please allow 1 week for approval) before being distributed to the public.

How do I request promotional items for an event?

A: Please request items such as awareness bracelets, ribbons, pens etc. in "Promotional Material" section of the Event Proposal Form.

Can Pancreatic Cancer Canada provide staff or volunteers for my event?

A: No. Pancreatic Cancer Canada is extremely grateful for the support from of all fundraisers and we wish we could be a part of every event but as a volunteer-driven grassroots organization, we are limited in our ability to participate. We may; however, be able to provide or coordinate volunteers for your event.

Can I be reimbursed for my fundraising expenses?

A: No, Pancreatic Cancer Canada cannot reimburse you for your fundraising expenses. Alternatively, to reduce expenses, consider asking local business for sponsorship and/or in-kind donations in exchange for advertising on your event materials. As a rule of thumb, event expenses should be no more than 20% of the total event revenue.

Will Pancreatic Cancer Canada assist me in securing auction items for an event fundraiser?

A: No, you will need to reach out to friends, family and local businesses to ask for their support. Pancreatic Cancer Canada will provide you with a 3rd Party Endorsement Letter.

Where do I send my donations?

A: Cheques should be made payable to: National Pancreatic Cancer Canada Foundation. Please include the event name on the cheque and mail to: Pancreatic Cancer Canada
2446 Bank St., Ste # 656,
Ottawa, Ont. K1V 1A8

It is never safe to mail cash. Please contact our office at 1-888-726-2269 for more information. You will need to request that cash donors complete a General Donation Form including their contact information and donation amount so that we can issue a tax receipt.

In addition, if a donor makes a cheque payable to you, simply endorse the cheque with your signature and write "*Payable to National Pancreatic Cancer Canada Foundation*" and submit it with the General Donation Form found on our website.

Please summarize all donations on an excel spreadsheet and provide the name, address, email and amount of donation (either cheque or cash) so they can be provided a tax receipt. Make sure your total on the spreadsheet matches the amount raised at your event.