



# NATIONAL PANCREATIC CANCER CANADA FOUNDATION

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

## How Can We Help?

Thank you for your interest in supporting Pancreatic Cancer Canada. To help you successfully plan and execute your event, here are a few things you should consider ahead of time.

### **Pancreatic Cancer Canada can help you in the following ways:**

- Post an event listing on our online event calendar
- Create a personal fundraising page for your event, if applicable. This online fundraising tool will allow you to e-mail your friends, family and colleagues and encourage them to make an online donation in support of your event. We strongly encourage you to make use of this online fundraising tool where possible.
- Provide Pancreatic Cancer Canada signage and/or select promotional items (supplies are limited and not guaranteed)
- Approve the use of the Pancreatic Cancer Canada's name/logo
- Provide a letter of endorsement for the event once a completed Event Proposal Form has been received and approved by Pancreatic Cancer Canada
- Issue tax receipts according to Canada Revenue Agency rules and regulations where applicable

### **Pancreatic Cancer Canada cannot:**

- Provide funding or reimbursement for event expenses
- Provide access to our donor and staff lists
- Guarantee promotion or advertising of your event, except through our online event calendar
- Guarantee staff or volunteer attendance at your event
- Provide access to celebrities or media
- Supply prizes, auction items and awards
- Assist with ticket sales or corporate sponsorship

## **Event Organizer Responsibilities include:**

- Ensuring Pancreatic Cancer Canada has approved the use of logo and name placement on event material
- Adhering to all receipting policies as outlined by the Canada Revenue Agency
- Ensuring that donor information for tax receipting purposes is received within 30 days of the event (if you are approved to issue receipts)
- Ensuring all necessary permits, licenses and insurance has been obtained prior to event
- Understanding that Pancreatic Cancer Canada reserves the right to withdraw the use of its name at any time and will not assume any costs that may be involved in doing so
- Understanding that Pancreatic Cancer Canada will not assume any legal or financial Liability
- Understanding that the Pancreatic Cancer Canada is not responsible for any damage, accidents to persons or property

If you have any questions or concerns, please contact us at 1-888-PANCAN9 or 1-888-726-2269