ANYTHING FOR ALZHEIMER'S

Alzheimer Society BRITISH COLUMBIA

FUNDRAISING POLICIES

Anything for Alzheimer's is the Alzheimer Society of B.C.'s third-party fundraising program. That means you can turn almost any idea—a barbecue, birthday, golf tournament or creative challenge—into a fundraiser that supports people affected by dementia.

Third-party (or community) fundraising events are organized by volunteers who take responsibility for planning and delivering their own event. Anyone who fundraises on the Society's behalf must agree to adhere to the following policies.

The Alzheimer Society of B.C. is not responsible for the content of *Anything for Alzheimer's* event fundraising pages or related materials. We reserve the right to withdraw support (including removing fundraising pages, content or images) for any event that does not align with our mission, guiding principles or policies. If you are unsure whether your idea fits, please contact us to discuss.

THE ALZHEIMER SOCIETY OF B.C.'S CHARITABLE REGISTRATION NUMBER IS: 11878 4891 RR0001.

RESPONSIBILITY OF EVENT ORGANIZERS:

1. Organizers of third-party fundraising events are responsible for all aspects of the event, including but not limited to: event logistics, volunteers, promotion, financial management and securing appropriate insurance, licenses or permits.

2. Your fundraiser is independent from the Alzheimer Society of B.C. Organizers may not present themselves as official representatives of the Society.

3. The Society cannot join event committees, provide volunteers, or take on organizational responsibilities.

4. We appreciate invitations to attend and/or speak at community fundraising events. Unfortunately, we can't commit to being involved due to limited resources and capacity.

LIABILITY AND INSURANCE

5. The Alzheimer Society of B.C. does not incur any costs or legal liability associated with community fundraising events.

6. The Society's insurance does not cover community fundraising events. Organizers must arrange appropriate insurance coverage for the event if required.

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LICENSES AND PERMITS

Some activities—such as raffles, 50/50 draws, bingo or the sale of alcohol—require licenses.

7. It is the organizer's responsibility to confirm requirements with your local municipality, the Gaming Policy and Enforcement Branch, and/or the Liquor and Cannabis Regulation Branch.

8. Gaming activities require a license from the Gaming Policy and Enforcement Branch. Applications can be submitted online at **gaming.gov.bc.ca**.

9. The Society can provide a letter of support if requested but cannot act as an applicant or co-applicant. Applications must be made under your community fundraising group name (not using Society staff names).

10. Please include information about any licensed activities when submitting your fundraising revenue.

FINANCIAL PRACTICES AND EXPENSES

11. Event expenses must not be paid from donations that require a charitable tax receipt. All such donations must be remitted in full to the Society.

12. The Society will not reimburse or cover event expenses.

13. Organizers must demonstrate sound financial practices and maintain proper records, which need to be available upon request.

14. The Society may request post-event accounting, including details of any gaming activities.

SUBMITTING FUNDS

15. All event proceeds must be submitted to the Alzheimer Society of B.C. within one month of the event's conclusion.

16. For in-person donations (cash or cheque), complete a Donation Tracking form found in your participant centre and submit it along with the funds. For cash, we recommend depositing locally and sending a cheque for the total amount, with the tracking form.
17. Cheques should be made payable to:
    Alzheimer Society of B.C.

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Anything for Alzheimer's
300 – 828 West 8th Avenue
Vancouver, B.C. V5Z 1E2

18. Funds can be mailed or dropped off in person.

CHARITABLE TAX RECEIPTING:

19. The Alzheimer Society of B.C. provides charitable tax receipts in accordance with the Income Tax Act (Canada) and Canada Revenue Agency (CRA) guidelines.

20. Online donations automatically receive a tax receipt via email.

21. Offline donations (cash/cheque) for which a charitable tax receipt is requested should be tracked on the Donation Tracking form. The donor's full name and address must be provided. The Society cannot issue receipts using only an email address, nor can receipts be sent to event organizers to forward to their donors.

22. Receipts will be issued for in-person donations of $15 or more. (Receipts for donations under $15 must be specifically requested.)

23. Not all contributions qualify for a charitable tax receipt. For example, receipts cannot be issued:
    - To anyone receiving something in return (e.g. event tickets, raffle tickets, silent auction items or products).
    - For services or sponsorships.
    - For proceeds from an event (for example, the organizer of a bake sale is not eligible for a tax receipt).

24. All donations must be received by December 31 to be receipted for that tax year. Otherwise, they will be receipted the following year. There are no exceptions to this rule.

25. If you have any questions or concerns regarding charitable tax receipting, please see the **Canada Revenue Agency website** or contact the Alzheimer Society of B.C.

G. PROMOTION AND SALES

26. When speaking with media, please represent yourself as the organizer of the event, not as a spokesperson for the Alzheimer Society of B.C.

27. If you are asked questions about dementia, medical treatments or the Society's work that are outside your expertise, kindly direct the reporter to our Marketing and Communications Department.

28. Due to the high volume of third-party fundraising events, the Society cannot promote community events through our channels, sell tickets or assist with other sales.

H. USE OF THE "IN SUPPORT OF" LOGO

29. To support your event's credibility, we can provide an "In support of" Alzheimer Society of B.C. logo.

30. It is never permissible to use the Alzheimer Society of B.C. main logo for independent fundraising events. Only our "In support of Alzheimer Society of B.C." logo can be used.

31. Please do not stretch, remove elements or alter the colours of this logo.

32. The official name "Alzheimer Society of B.C." must only appear in the context of a fundraising event *in support of* the Society.

33. All promotional materials using the Society's name or logo must be submitted for approval before public use (please allow at least one week).

34. The Society may revise or update any information about dementia or the Society in your promotional materials to ensure accuracy.

35. Unauthorized use of the Society's name, logos or copyrighted materials constitutes copyright infringement and may result in legal penalties.

36. If you would like to use the "In support of" logo, please contact events@alzheimerbc.org.

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I. PRIVACY EXPECTATIONS FOR ORGANIZERS

37. As an event organizer, you are responsible for handling any personal information collected from donors, participants, or volunteers. Please follow these guidelines:
    a. Collect only what's needed – Only gather the information necessary to manage your event and submit donations to the Alzheimer Society of B.C. for charitable receipting (e.g., full name, address, email). Avoid collecting sensitive, personal information unless absolutely required.
    b. Use information appropriately – Personal information should be used solely for purposes related to your event, such as processing donations, issuing receipts or communicating event details. Do not use donor data for unrelated fundraising or marketing without explicit consent.
    c. Share responsibly – Submit donor information to the Alzheimer Society of B.C. for receipting. Do not share personal information with other parties, such as vendors, sponsors or media without the individual's permission.
    d. Store securely – Keep all personal information secure, whether digital (password-protected files) or physical (locked filing cabinets). Only those directly managing the event should have access.
    e. Communicate clearly – Let donors know how their information will be used and who will have access.

The Alzheimer Society of B.C. is committed to protecting donor privacy and will handle all submitted information in accordance with applicable privacy laws.

FOR MORE INFORMATION

If you have questions about these policies, please contact events@alzheimerbc.org or 604-681-6530.