



## Greater Vancouver Food Bank Third Party Event Guidelines

Thank you for choosing to run an event in support of the Greater Vancouver Food Bank (GVFB). We couldn't do what we do without the help of our community and we appreciate your support. The following guidelines are intended to clarify and support you in your efforts.

**Definition:** Third party events are fundraisers and/or food drives that benefit the GVFB and are planned, coordinated and implemented by a third party (i.e. individual, business or organization in the community).

### Notification & Registration

- It is important to notify the GVFB of your event while in the initial planning stages so that we can best support you. Depending on the time of year and the number of concurrent events, there could be limited availability of GVFB staff, volunteers and other resources.
- To request GVFB support, the Event Registration Form should be completed and returned to the GVFB four (4) weeks prior to your event.

### Representation & Professionalism

- All third party events representing the GVFB must:
  - be legal, ethical, moral;
  - be in the best interest of GVFB and consistent with our standards, mission, vision and core values;
  - not have a conflict of interest with GVFB;
  - have a clear charitable intent;
  - demonstrate credibility of event organizers;
  - advance the cause of the GVFB while also recognizing the interests of the third party;
  - be practical and needed by the GVFB;
  - clearly state the intent of proceeds to be donated to GVFB in advance of the event date;
  - Clearly state the event is sponsored by you/your organization with proceeds going to GVFB. (The name "Greater Vancouver Food Bank" cannot be used as an event title in third party events but can be identified as the beneficiary of the event. For example, an event may not be referred to as "Greater Vancouver Food Bank Bake Sale" but instead should be promoted as "XYZ Bake Sale to benefit the Greater Vancouver Food Bank.")
  - The GVFB has the right to refuse a third party event that does not enhance, promote and further the purpose of the organization.



- The GVFB will not endorse the policies or views of its funders or donors; nor promote corporate products without prior approval by our Community Engagement Manager and CEO.

#### **Responsibility of Third Party Organizer(s)**

- While the GVFB can provide support (based on availability), the responsibility of third party events lies solely with the Third Party Event Organizers. The GVFB does not assume liability for third party events.
- Third Party Organizer(s) responsibilities include but are not limited to:
  - event planning and set up;
  - recruitment and management of volunteers;
  - ticket sales;
  - preparing for and running of silent/live auctions, raffles and draws;
  - collections of funds/food;
  - Obtaining all required permits, licenses and insurance certificates (e.g. food, liquor, raffle, liability, etc.);
  - supplying and preparation of food and refreshments;
  - event take down;
  - Promotion of event (e.g. contacting media, press release, ads, social media, print materials, etc.).
- Purchases, printing costs and any other incurred expenses are the responsibility of the Third Party Event Organizer(s). Under special circumstances, the GVFB may incur some expenses but these must be discussed and pre-approved prior to ordering, booking and/or purchasing of item/event.

#### **Support from Greater Vancouver Food Bank**

- Resources allocated by the GVFB will be determined based on the resources available, the scope of the event and the potential benefit to the GVFB.
- The Greater Vancouver Food Bank may:
  - provide GVFB promotional materials (e.g. logo, brochures, banners, food drive posters, donation boxes and stickers);
  - promote your event on GVFB's social media, posters at our location, etc.;
  - provide volunteers and/or staff at your event, depending on availability;
  - provide letter needed to obtain raffle and/or 50/50 license(s) at the discretion of GVFB. In all cases, BCLC guidelines must be followed for any event holding raffles or 50/50 draws;
  - provide food support. Please discuss with GVFB representative to determine options and availability;
  - provide tax receipts, if applicable and requested.
- Please contact us at least four (4) weeks prior to your event to ensure we can support you in a timely manner.



### **Food Drives**

- Large organized community food drives conducted in the name of GVFB must have approval by the GVFB at least four (4) weeks in advance of the food drive.
- Food collected must be non-perishable in nature unless prior approval is received from GVFB.
- Food collected must be properly stored for food safety (i.e. in extremely hot/cold conditions) prior to delivery to the GVFB.
- Arrangements for food delivery or pick up must be made prior to the event.
- Food drive organizers are encouraged to print an up-to-date “How to Donate” list from our website: <https://www.foodbank.bc.ca/get-involved/donate-food/tips-making-food-drive-success/>

### **Fundraising**

- GVFB agrees to advise the Third Party about Canada Revenue Agency regulations relating to the issuing of charitable tax receipts. Only eligible donations will be receipted. Fundraisers requiring a tax receipt must direct their contributions directly to the Greater Vancouver Food Bank, providing all necessary information (e.g. name, address, phone number, amount donated, etc.).
- Proceeds must be provided to the GVFB within 30 days of the event.

Thank you for supporting the Greater Vancouver Food Bank (GVFB). We are inspired and grateful for your desire to raise food and funds for the Greater Vancouver Food Bank and to make a difference to the 26,500 people we help weekly in our community.

Any further questions or to submit a request for support, please contact our Community Engagement Manager at 604.216.2323 or [events@foodbank.bc.ca](mailto:events@foodbank.bc.ca) .

Greater Vancouver Food Bank 1150 Raymur Ave. Vancouver, BC V6A 2T3 Phone: 604.216.2323  
[events@foodbank.bc.ca](mailto:events@foodbank.bc.ca) [www.foodbank.bc.ca](http://www.foodbank.bc.ca) Social media: VanFoodBank Office Hours:  
Monday - Friday 8:30 a.m. to 3:30 p.m. Warehouse Hours: Monday – Friday 7:00 am to 3:00pm

