

# Fundraising Event Steps



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## Event Approval

Approval for your event must be obtained from our organization to ensure that the event respects the Calgary Women's Emergency Shelter Mission, Goals and Values. Some events that we are not able to support include:

- a. telemarketing, fundraising by mail, door-to-door or vending machines
- b. ideas requiring the acquisition, use or solicitation of our donors, vendors, partners or employees
- c. ideas associated with products or services deemed inappropriate

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## Register your Event

To register your event, download and complete the event authorization form available on our website at [www.calgarywomensshelter.com](http://www.calgarywomensshelter.com) and submit the form to [info@cwes.ca](mailto:info@cwes.ca)

Upon approval of your event, you will be provided with an official letter of endorsement, authorizing you to host your event on behalf of our organization.

For more information, contact 403.539.5130 or [info@cwes.ca](mailto:info@cwes.ca)

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## Event Guidelines

- Events must follow Canada Customs & Revenue Agency (CCRA) guidelines, specifically with respect to guidelines on tax receipts and Alberta Gaming & Liquor Commission licences.
- If deemed necessary, events should secure appropriate public liability insurance and indemnify Calgary Women's Emergency Shelter for all damages, costs, and expenses arising from the event.
- The Calgary Women's Emergency Shelter will not assume any costs or financial liability for the event.
- The Calgary Women's Emergency Shelter will not assume any legal or public liability for the event.
- Due to FOIP guidelines, we are unable to share mailing lists, donor or client information.
- Calgary Women's Emergency Shelter reserves the right to ask you to remove our name from your event and all associated print material should your event contravene our Mission, Vision or Values.

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## After the Event

- Proceeds from the event must be forwarded to our agency within 30 days of event completion.
- Cheques should be made payable to: Calgary Women's Emergency Shelter and be forwarded to:

Resource Development  
Calgary Women's Emergency Shelter  
201-2616 18 Street NE  
Calgary, Alberta T2E 7R1