



## **EVENT GUIDELINES**

### **We ask our event partners to:**

1. Maintain STARS' vision, mission, by-laws, values and goals.
2. Complete the STARS Authorization to Canvass form.
3. Encourage participation by STARS staff, the community, our donors and volunteers.
4. Maintain our credibility and avoid conflict of interest.
5. Allow direction from experienced STARS staff on program/event content. Specific information on Canada Revenue agency (CRA) guidelines- for income tax receipts, Alberta Gaming terms – for raffle licenses, pledge forms or information on our recognition program, will be provided during initial discussions with our Foundation staff. Following these guidelines is critical for STARS to maintain its charitable status.
6. Maintain accurate financial statements and if necessary, separate event bank accounts
7. Ensure that your event has adequate insurance coverage. STARS insurance coverage is in place for our staff and registered volunteers.
8. Forward net contributions from fundraising events to STARS 30 days after the event, along with a set of financial statements
9. Use staff and volunteer time and resources efficiently when managing your event.
10. Protect personal and organizational confidentiality and respect organizational structure.
11. Upon approval of the event, STARS will provide the STARS' name and logo copy to be displayed during the term of your event. The STARS communications department must approve any printed material with the STARS name and logo on it, prior to going to print.
12. Ensure STARS values are met in the content of the event. For example:
  - Funds directly raised through liquor sales or “bachelor auctions” cannot be accepted by the STARS Foundation. Requests for fundraisers held at bars or product sponsorship will be reviewed individually to ensure our policies and procedures are maintained
  - As an organization, we put safety first and hope you will too. A safety checklist will be provided for your use.

### **We look forward to a successful partnership!**

STARS' partnership with the community is the essence of our organization. The commitment of our event partners and volunteers continues to be the cornerstone of STARS' interaction with the community. We strive to provide the best service possible and are only able to do so through the generosity and support of the communities and individuals we serve.

The STARS Foundation and staff are pleased to provide expert guidance, promotional and display materials and volunteer assistance for your event. Our Resource Development and Special Event staff, our STARS mascot - STARBEAR, and volunteer core are always willing to participate and support your event. We look forward to a strong and long term relationship with your event committee and event participants.

*On behalf of everyone at STARS – thank you for your support and best wishes for a wonderful event!*