



Fund & Food-Raising Kit



116 Industry St, Toronto, Ontario M6M 4L8 Telephone: (416) 635-7771 Fax: (416) 635-5599

Website: northyorkharvest.com Registered Charitable # 11906 2495 RR 0001



Introduction

Thank you for fund and food-raising in support of North York Harvest. Your generous contributions will help sustain North York Harvest's services for 16,000 living in northern Toronto.

In order to make the best use of your valuable time and effort, here are a few things to keep in mind:

- It's most effective to set a goal and duration for the drive, i.e. 250 lbs of food and \$250 within 2 weeks.
- With our bulk purchasing power, every \$1 donated can turn into \$3 to spend on nutritious foods for our clients.
- Host a one-off event on a special occasion, i.e. a birthday party, bazaar, retirement, etc.
- The most-needed non-perishable food items: canned fish and meat, canned beans, canned tomatoes, rice & pasta, cooking oil.
- We will not accept food items that are expired or more than 3 months past its best before date.
- You may be able to double the impact of your contribution as many employers provide a matching program in cash donation or donation to honour employee's voluntarism.
- Collected food may be dropped off at participating retails and fire halls. Find out by clicking on <http://northyorkharvest.com/food-donation-drop-off-locations/>

For additional information, please contact:

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Terms & Conditions

North York Harvest's Role

North York Harvest can provide the following upon request:

- Provide event ideas and advice on event planning.
- Endorsement letter that validates the authenticity of the event.
- Marketing material for your event (e.g. donation forms, donation boxes, Impact Reports).
- Promote event through our social media, publication, website and internal e-blast.
- The use of the North York Harvest's name and logo (approval required prior to print).
- As appropriate, a North York Harvest representative may be available to accept a cheque presentation at your event.
- Issue tax receipts where applicable.
- Drop off and pick up of food collection bins (min. 250lbs) by North York Harvest Operations is available, pending availability of our vehicles. We cannot guarantee timing of the drop off/pick up as our priority is to support food banks across the city.

North York Harvest cannot provide the following:

- Funding or reimbursement for event expenses.
- Donor and supporter information.
- Guaranteed attendance of staff or volunteers at your event.
- Application for gaming licenses, e.g. bingos or raffles.
- Prizes, auction items, awards.

Terms:

- North York Harvest can only accept activities that are consistent with our mission and vision.
- North York Harvest's name and logo are registered trademarks which require permission prior to use.
- Funds raised must be received within 30 days of the activity.
- Tax receipt information (if event participants are eligible) must be received within 90 days of the event.
- Organizer agrees to adhere to all receipting policies as outlined by the Canada Revenue Agency.
- North York Harvest reserves the right to withdraw the use of its name at any time and will not assume any costs that may be involved.
- If the activity is cancelled, the organizer agrees to contact North York Harvest at least two days prior to the activity.
- North York Harvest will not assume any legal or financial liability connecting with the activity.
- North York Harvest is not responsible for any damage, accidents to persons or property.