

Dear Friends,

Thank you for inquiring about the 2018 Santa Fund. And thank you for recognizing the great need in our community. So many of our neighbours are struggling to get by day by day. Together we will bring hope back into their lives.

Since 1982, the Santa Fund has assisted families in Caledon with help for both for the holiday season, and for the cold and sometimes dreary months ahead.

*There are **213 individuals and families and 199 children** in Caledon that live below the poverty line who need your support.*

As always, the CCS Santa Fund will be distributing donations of new toys and food this holiday season. More importantly, thanks to YOU it will provide:

- Nutritional support
- Family necessities
- Help with heating the family home
- Counselling and goal setting
- Educational support

A **new toy** keeps the spirit of a child alive. **Food donations** keep a family well-nourished and healthy. **Monetary donations** allow our neighbours to gain the hope and skills they need to take the steps towards a healthy, independent life.

Steps to help support the Santa Fund in Caledon

1. Contact Santa's Helpers at **905-584-2300 ext. 260** or **santafund@ccs4u.org**, at Caledon Community Services to inform us of what you are planning to do.
2. Have fun making your holidays special through giving.
3. Make arrangements to drop off any food and toys **before December 14th** at the Exchange, 55 Healey Road in Bolton.

Financial donations are accepted and appreciated at any time.

www.ccs4u.org

18 King Street East, Upper Level, Bolton, Ontario, Canada L7E 1E8 Phone 905.584.2300 or 905.951.2300

Frequently Asked Questions: Hosting a Fundraiser, Food Drive or Event

The Santa Fund creates opportunities to help people in the Caledon community get back on their feet. Monetary gifts allow CCS to assist with fresh fruits, vegetables and dairy; home heating; medical prescriptions; emergency expenses and counselling. Last year, Santa Fund donors and sponsors provided a happy holiday season and year-round support for more than 300 children and 180 families.

How will I get my donated gifts to CCS?

All donations can be dropped off at Santa's Workshop at The Exchange, located at 55 Healey Road, Unit 10, Bolton. Santa's Workshop at The Exchange will be open to receive drop-offs, Monday to Friday, from 9:00 a.m. – 4:30 p.m, and Saturday December 1st, 8th and 15th from 10:00 a.m. – 4:00 p.m. **The last weekday to drop off gifts is December 14th.**

I have an event/fundraiser/food drive idea but need help pulling it together.

Please contact our fundraising department to discuss what you are planning to do. They will be able to offer some advice and guide you in the right direction. Contact Santa's Helpers at 905-584-2300 ext. 260 or santafund@ccs4u.org.

Can you send our event information to your donors?

CCS is committed to protecting our donors' privacy. Unfortunately, CCS cannot provide contact information or send your event information to existing donors.

Can you find sponsors for our event?

CCS can work with you to help develop ideas regarding appropriate sponsors for your event, but we cannot approach corporations for you.

Can you get media to come out to our event?

You are encouraged to contact the local media directly. Stories of good works by local businesses and community groups are usually of interest to media.

Contact information is:

- Caledon Citizen: 905-857-6626 or editor@caledoncitizen.com
- Caledon Enterprise: 905-857-3433 or editorial@caledonenterprise.com
- SNAP Caledon: 905-965-5806 or info@snapcaledononline.com

We can share your event through our social media channels and eblasts.

Can CCS help me to cover my event expenses?

CCS cannot make payments to cover your event expenses.

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As an Event Organizer, what do I have to give back to Caledon Community Services?

As an ethical fundraiser, please ensure that a minimum of three times your expenses are returned in revenue: a ratio of 3:1 (e.g. If the expense is \$100.00, you should expect to raise a minimum of \$300.00). It is our expectation that all Community Event organizers will uphold this as a minimum standard when raising funds on our behalf.

Can I issue tax receipts for my event?

CCS is committed to following all Canada Revenue Agency (CRA) rules and regulations regarding tax receipting. This is also important in protecting our charitable status. If you intend to offer tax receipts, this must be approved by a CCS representative.

Can we have your logo to put on our event material?

Please contact us to discuss your requirements. The Caledon Community Services logo is a registered trademark and cannot be used without our permission.

I would like to fundraise in my workplace. How do I get started?

Workplace fundraising is a positive, rewarding and fun way to motivate and further engage employees in an organization. Through workplace fundraising, your organization will help CCS “Help People Help Themselves”, and will provide your fellow employees with an enriching experience. Please contact us for guidance.

**How are you going to recognize me for hosting an event, fundraiser or food drive?
What is in it for me?**

CCS recognizes hosts in a variety of different ways including thank-you letters, certificates, and at certain levels, recognition on our donor wall. Many of our groups feel a great sense of satisfaction when they see their event come to life and are able to raise funds to help support their community.

Can I adopt a family?

Yes, but the families’ information is kept confidential. You can put together a care package for a typical family and we will ensure a family in our community is looked after on your behalf. In addition, a donation of \$250 provides the ongoing supports your adopted family needs to create a long-term improvement in their situation.

Can you pick up my donations?

During the Christmas season, in order to succeed in our Santa Fund campaign, our volunteers are working very hard at Santa’s Workshop, offices and around the community. Unfortunately, when we do pick-ups, it costs CCS money. The more money that we do not spend on pick-ups means the more money we are able to distribute to those in need.

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What if I can't get my donations in by December 14th?

Financial donations can be brought to our office at 18 King St. E. or the Exchange at 55 Healey Road at any time. You can also donate through the internet by logging on to <http://www.ccs4u.org/donate> or by calling 905 584 2300 Ext. 260. Donations of food can also be brought to the Exchange at any time. This is our year-round location to distribute food. Donations of toys can be taken to Evolve Lifestyle, at 109 Industrial Road, after December 16th. Santa Fund clients are given gift certificates to pick up all their needs free of charge, in keeping with the practice of maintaining dignity. In addition, all toys brought to Evolve Lifestyle are tagged with a 'Santa Fund' sticker and 100% of the proceeds are directed to the Santa Fund to provide support for the cold months ahead.

What happens if there are toys left over?

Occasionally there are many toys but not enough food or funds to heat homes. Any surplus items are made available for sale through Evolve Lifestyle. This allows families to purchase affordable gifts and ensures the donations stay in the community providing funds to address the areas of greatest need such as heating assistance, dental and medical necessities, counselling, etc. In addition, clients who contact us after Santa's Workshop has closed for the season will be given gift certificates to Evolve Lifestyle to pick up their holiday needs such as donated toys.

Planning a Food Drive? Here are the most needed items:

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| <p>Fresh Produce Canned Goods: <i>Fruit, Vegetables, Ham, Chicken, Salmon</i> Peanut Butter and Jam Condiments: <i>Ketchup, Mustard, Salad Dressing</i> Cereal, Oatmeal Pancake Mix/Syrup</p> | <p>Coffee/Tea Juice Boxes Boxed Milk: <i>Almond, Coconut, Soy</i> Spices, Baking Supplies Healthy Snacks Hygiene Products: <i>Soap, Toothpaste, Razor Blades, Shampoo</i></p> |
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