

EVENT GUIDELINES

To ensure that the Scarborough Women's Centre's goals and values are upheld, here are a few guidelines:

- If the SWC logo is to be used in any printed form (e.g. brochures, flyers, posters, banners, etc) the printed material should be approved by SWC prior to production.
- All information released to the media may be reviewed and approved by SWC.
- The event organizer assumes complete responsibility for making media contacts. It should be clear that SWC is *not* planning the event.
- The event will be advertised separately from any current program and service advertising of SWC.
- Promotion of the event to SWC staff and volunteers can occur internally at the discretion of SWC.

We would be happy to provide you with pamphlets and literature about the centre for your event.

"The centre helped me to be the woman I am today, assertive with much self esteem. I have realized my dreams and am catching up with lost opportunities". Anjana

SOME FACTS

Over 150,000 women and children have been served by SWC in the last 25 years.

- Over 3000 women access our information and referral services each year.
- Over 200 women receive one on one counselling services each year.
- Over 500 women participate in our educational and workshop programs each year.
- Over 62% of the women we serve identify having experienced family violence.
- 80% of the women we have served have children.
- 54% of the women we serve have a household income of less than \$25,000 per year.

For an event registration form or to request more information about Scarborough Women's Centre, please visit our website at www.scarboroughwomenscentre.ca

Or contact the centre at:

2100 Ellesmere Road; Suite 245
Scarborough, ON Canada. M1H 3B7

Phone: 416-439-7111

Fax: 416-439-6999

Email:

ed@scarboroughwomenscentre.ca

THIRD PARTY EVENTS

Are you planning an event for Scarborough Women's Centre?



One person may not be able to change the world, but one person leading the way can...

YOU ARE INTERESTED....

Thank you for your interest in hosting an event for Scarborough Women's Centre (SWC).

Our Mission

SWC seeks to facilitate the empowerment of any woman wanting to leave an abusive or isolating situation, so that she can implement long-term positive changes with confidence.

What We Do

SWC is a resource centre for women that provides information, education and support services to assist in the transition away from abuse, isolation and poverty, towards economic and emotional independence.

History

In 2008, we celebrated our 25th anniversary of incorporation, having touched the lives of over 150,000 women and their children.

HIGHLIGHTS

In 2003, SWC received the City of Toronto Mayor's Community Safety Award in recognition of our work with women and their children.

WHY SHOULD YOU HELP?

SWC is making a positive impact in the lives of women in our community. The Centre offers support, including counselling, education, one-to-one mentoring and adult literacy tutoring.

SWC seeks to assist women so they can better participate in our community in a productive and healthy manner.

CHARITABLE STATUS

Scarborough Women's Centre is a non-profit, charitable organization # 10795-9660-RR0001. It is a recognized organization that adheres to Canada Revenue Agency requirements.

- Event organizers will handle all monies until the official donation is submitted to SWC. Please also take the following into consideration:
 - All promotional materials should clearly state the percentage of proceeds that will benefit SWC.
 - Monies raised should be received by SWC within 30 days of the completion of the event.

"Please continue to do what you are doing. You are changing lives". - Rita

CHARITABLE TAX

Scarborough Women's Centre is a registered charity and is pleased to offer tax receipts under the following guidelines:

- Tax receipts can be issued to every donor if: SWC's charitable registration number is displayed on all event materials.
- SWC requires a clearly typed list of names and addresses of the donors together with their donation amounts.
- SWC **cannot** issue tax receipts for donated services or paid services (e.g. graphic design, advertising, construction, entertainment, tent set up etc.)

Ideas for 3rd Party Events

- Dress-Down/Casual Day Party, Barbeque, Potluck, or Luncheon
- Tournaments (sporting – e.g. golf, baseball, soccer and triathlons)
- Dinner Dance, Social, or Concert
- Corporate Product or Service Sale
- Garage Sale, Car Wash, or Carnival
- Arts/Crafts/Photography shows
- Used Book or Bake Sale
- Run, Walk, or Bike Events
- Bottle or Cartridge Returns
- 50/50 Draw and Raffles