



# **Independent Community Events Fundraising Toolkit**

## **In Support of Pacific Autism Family Centre Foundation**





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## About PAFC

The Pacific Autism Family Centre (PAFC) is a proposed centre of excellence and network of support that will provide programs and services for individuals with Autism Spectrum Disorder, related disorders and their families across the province and beyond. The PAFC's core purpose is to be a Knowledge Centre: Bringing together state of the art resources for research, information, learning, assessment, treatment and support; and building capacity to address the lifespan needs of individuals with ASD, and their families across BC. The goal is to ensure that the Centre builds upon existing lifespan services while at the same time addressing the need for support and services across the province.

Serving British Columbians and ultimately all Canadians is a priority of the PAFC. The Centre of knowledge and innovation will involve the development of physical "hub and spoke/satellite" centres located in communities across the province, in collaboration with local community partners and staffed by Regional Navigators. The spoke centres will have full access to the expertise and information services offered in the hub location.

This project is being sponsored by the Pacific Autism Family Centre Foundation (PAFCF).

We thank you for choosing PAFCF as your charity for community fundraising! Independent Fundraising Events are those organized by enthusiastic people like you who hold their own events to raise funds for PAFC - with limited involvement from us. The planning and expenses associated with the event are the responsibility of the event organizer, however PAFCF staff can provide guidance, support, and the use of our logo. As well, PAFCF can provide tax receipts to event participants/donors provided CRA guidelines are followed.

Your support allows us to ensure that everyone that has access to the programs and services that will enable those on the ASD spectrum full and meaningful inclusion in the community across their lifespan needs.



## Independent Community Events

### **Who:**

Independent community events are planned and organized by caring individuals, companies and groups from communities across the province of BC.

### **What:**

They can be anything that is a good fit for the organizers and participants. From lemonade stands to walk-a-thons...the sky's the limit!

### **When:**

These events can take place any time throughout the year. Seasonal events, such as holiday parties, can be extremely successful. For best results, start your planning as early as possible and spread the word!

### **Where:**

Organizers choose the most appropriate venue to host their special event. If the venue requires an official letter of endorsement, please contact [zeenia@pacificautismfamily.com](mailto:zeenia@pacificautismfamily.com)

### **Why:**

To help bring together state of the art resources for research, information, learning, assessment, treatment and support; while building capacity to address the lifespan needs of individuals with Autism Spectrum Disorder, related disorders and their families.

### **How:**

Utilizing the ideas in this handbook, and garnering support of family, friends and colleagues, you can make a real difference to the autism community!



## Community Fundraising Ideas

### ***In the Workplace***

- **Matching** – Collect donations from your colleagues and encourage your employer to match the donations. Many organizations have matching programs. Try a 50/50 draw where half the money raised goes to a lucky ticket holder!
- **Jeans Day** – This is a great way to be able to dress casual at work for a day. Have participants sign up with a minimum donation of \$5.
- **Bake Sale** – The ever popular bake sale. Selling whole cakes, pies, cookies and anything you would like! Do this in the morning and during lunch break.
- **Workplace Bingo** – For a minimum donation of \$5, you get a bingo card. Draw numbers every 5 minutes and email them out. That way everyone can participate no matter where they are. You can even invite your business partners. Winners get a portion of the proceeds.
- **Silent Auction** - Have suppliers, clients or your business donate auction items, wrap them up pretty and auction them off to the highest bidder.
- **Lunchtime Barbeque** – Convince your boss or senior execs to flip burgers or hot dogs in the staff parking lot, and charge \$5 for lunch! Remember to accommodate vegetarians! Try to get food costs covered by your company or donated by your local grocery store.

### ***Through your Circle of Friends:***

- **Host a Party** – Have a set menu and charge friends and family what they would normally expect to pay at a restaurant except the payment would be a donation. Alternatively you could host a Wine & Cheese, Dessert party, or Theme party and ask your guests to support the PAFC.



- **Movie Night** – Set up your living room like a movie theatre and pick a movie theme. Charge your friends as a movie theatre and have lots of popcorn on hand.
- **Car Wash** – You could ask a community gas station to set up shop in their parking lot or have the car wash on your own block. Remember to recruit lots of folks to help wash the cars by minimum donation.
- **Block Party** – Set a fundraising goal and divide it among families on your block to determine an entry fee. You could also have a BBQ and sell meals by the plate. This is also a great way to get to know your neighbours. Contact your local City Hall or Municipal Hall for block party regulations and applications. Prepare flyers and distribute them in advance.
- **Garage Sale** – Great for spring or any time of the year. This is a great way to support PAFC and do some spring cleaning.

### ***Special Events:***

- **Walk-a-thon** – Allow people to go at their own pace whether they walk, run, bike, skate, or push a stroller. Ask participants to join as a member of a group with each group having a minimum group participation fee, or collect donations. Remember to set a safe route for your event, and abide by any city or town policies and bylaws.
- **Dinner/Dance** – There is so much room for creativity when it comes to this! Silent auctions and 50/50 draws are always popular at these events. Try to secure a local hall at no charge (churches and community centres are your best bet). Seek out local talent that would entertain at no charge for a great cause! Arrange volunteers to help set up tables, chairs, decorate and provide bar service. Obtain a liquor license from the Liquor Control Board, and a Food Permit from your local Health Authority. Set a ticket price and sell tickets to family, colleagues, and friends. Arrange for food such as pizza, meat and cheese trays, buns, chips, soft drinks, etc. Some grocery stores will donate food for non-profit fundraisers. Or try a potluck!



## Organizing Special Events

Special events have the potential to be great fundraisers. However, do not underestimate the amount of time, energy, and money that is involved with these productions. Below are some questions that are important to think about before getting started.

**Type of Event:** Would you like to have a small event or a larger dinner/dance, concert, or sports tournament?

**Time:** We recommend a minimum of 6 weeks for an average sized event with several hours per week devoted to the organizing. Larger events where legal, venue, or municipal clearance is required may take a few months to organize.

**Venue:** This is a great opportunity to get a sponsor as renting venues can be costly.

**Volunteers:** For a special event, volunteers are a must. Friends, family, and co-workers are a great place to start. Before assigning duties think about what responsibilities would be suitable for those younger, older, or anything requiring a lot of physical strength.

**Safety & Security:** Take measures to ensure the safety of your volunteers and security of the funds raised. Are volunteers working at a safe time and location? Is anyone being left with funds alone at any given time? Do all volunteers feel safe working with one another? It is recommended that you always use a buddy system for the safety of volunteers and the security of funds.

**Budget:** Ideally you would like your event to raise funds and not cost you money. Try to get venues and food sponsored and printing costs covered where possible. Thank these organizations for their help by recognizing them on posters, flyers, and other public materials. We encourage you to keep track of all expenses from the start, and keep an accounting of all records.



**Tickets, Silent Auctions, and 50/50 Draws:** These are great and popular ways to raise funds. However, there are some tax receipting implications. Please see the Tax Guidelines Section for details.

\*To help you get started we have include a Special Events Timeline and Checklist below. Please feel free to modify as you see fit.

### Special Event Timeline & Checklist

When	What	Who
<b>8 - 12 weeks before the event</b>	<ul style="list-style-type: none"> <li>• create your goals and objectives</li> <li>• brainstorm possible events that would achieve your goal</li> <li>• establish any partnerships with businesses and organizations that could sponsor your larger expenses</li> <li>• Assess what you will need and what you have (supplies, manpower, promo, etc.)</li> <li>• make a list of potential businesses you want to approach for donations, services, or anything else</li> </ul>	
<b>6 - 7 Weeks</b>	<ul style="list-style-type: none"> <li>• approach businesses for donations and sponsorships</li> <li>• prepare promotional materials, develop a promotional plan</li> <li>• recruit any volunteers you will need</li> <li>• recruit any guest speakers you want to have</li> <li>• look for and book a venue for the event</li> <li>• book any other external services or</li> </ul>	

	<p>supplies you will need:</p> <ul style="list-style-type: none"> <li>• sound equipment, tables, etc.</li> <li>• contact media to invite them to the event</li> </ul>	
<b>5 Weeks</b>	<ul style="list-style-type: none"> <li>• send out promotional materials to target audience</li> <li>• develop a tentative agenda</li> <li>• purchase necessary materials</li> </ul>	
<b>3 Weeks</b>	<ul style="list-style-type: none"> <li>• assign volunteer tasks and roles for the event day</li> <li>• train volunteers</li> <li>• continue promotion</li> </ul>	
<b>2 Weeks</b>	<ul style="list-style-type: none"> <li>• confirm agenda</li> <li>• check in with all guest speakers, external suppliers (venue, rentals, anyone/anything external you are relying on)</li> <li>• continue promotion</li> </ul>	
<b>1 Week</b>	<ul style="list-style-type: none"> <li>• any last minute details that have been forgotten/neglected</li> <li>• continue promotion, remind any media contacts</li> </ul>	
<b>Week of the Event</b>	<ul style="list-style-type: none"> <li>• make sure everyone on your team knows its roles, communicates to one another, is prepared</li> </ul>	
<b>Week after the Event</b>	<ul style="list-style-type: none"> <li>• thank you notes for volunteers, sponsors, anyone that helped</li> <li>• follow-up with participants to get feedback</li> <li>• write up recommendations for next time</li> <li>• When submitting your donation send us photos, articles, comments, and let us know how you did</li> <li>• celebrate!</li> </ul>	



## Supporting Independent Community Events

### **Promoting your Fundraiser:**

We encourage you to get in touch with your local media outlets to promote your fundraising!

Free event listings are also a great way to promote your event. Please alert us to any media coverage you receive. Contact your local media as they are usually happy to promote local fundraisers. Be sure to include information about why you are fundraising and who or what inspired you.

### **Recruiting Participants**

Create a list of guests to invite – include your friends, coworkers, neighbours or whoever is appropriate for your event.

### **Recruiting Volunteers**

Ask your friends and coworkers to help plan your event and assign them with specific roles – for example, assisting with silent auction, logistics etc. Make sure to provide your volunteers with briefing notes, details on their roles and responsibilities, and training.

### **Social Media – A free and effective way to promote your event**

Create a **Facebook** event page with your event details and link it to PAFC's Facebook group. \*Remember to update it often as your event date gets closer. If you are on **Twitter**, tweet your event details and ways to participate to your followers. Let people know why you are doing the event and give progress updates to maintain interest. Don't forget to let us know you're tweeting! Add @pacificautism to your tweets so we can retweet and help you spread the word.

### **Identifying PAFCF:**

All publicity must mention that proceeds are to benefit the PAFCF. PAFCF will need to approve any samples of posters and materials.

Please obtain approval from PAFCF prior to logo use.



**Please note: Receipt and approval of an Independent Community Fundraising Agreement must be received and approved by PAFCF prior to any fundraising or organizing taking place.**

**Materials:**

Materials, such as banners, may be available upon request. In an effort to keep our costs at a minimum we encourage you to get creative and design your own materials. Once again, please provide us with samples first.

**Online Event Calendars:**

Many local publications provide a forum to list community events. Below is a list of free online event calendars.

City TV: <http://www.citytv.com/vancouver/community/sysd-vancouver/>

Global News: <http://globalnews.ca/bc/events/>

Metro News Vancouver:

<http://www.metrovancouver.org/region/calendar/Pages/default.aspx>

ShawTV: <http://shaw.ca/ShawTV/Vancouver/Events/>

The Georgia Straight: <http://www.straight.com/listings>

Vancouver Weekly: <http://vancouverweekly.com/events-calendar/>

Vancity Buzz: <http://www.vancitybuzz.com/submit-an-event/>

Vancouver Weekly: <http://vancouverweekly.com/events-calendar/>

Vancourier: <http://www.vancourier.com/events>

Vancouver Sun:

<http://www.vancouver.sun.com/entertainment/listings/index.html?cbResetParam=1>

Vancouver 24 Hours: <http://vancouver.24hrs.ca/events/submission>



## **How PAFCF Can Assist:**

- Provide one-on-one support via phone or email;
- Provide marketing materials upon request (if available)
- Provide PAFCF's logo for use with approved events
- Post a listing on our website, under the events caption
- Provide a letter of acknowledgment (for soliciting sponsors and prize donations, and for gaming license applications) for approved events
- Create a personalized fundraising page for your event when your event requires solicitation of donations
- Provide tax receipts for eligible gifts

## **PAFCF Cannot Provide:**

- Advertising for your event other than through our website and newsletter. We will also promote your event via our social media channels
- Access to our donor lists
- Reimbursement for expenses, or administer the financial aspects of the event
- Assistance with ticket sales or securing corporate sponsorships
- Staff and volunteers to assist at your event. (This may be possible from time to time but not guaranteed, and is at the discretion of PAFCF)
- Insurance coverage for your event. PAFCF insurance coverage, does NOT include special event coverage for independent community events

## Tax Receipt Guidelines

**Lotteries, 50/50 Draws, and Raffles require you to obtain a gaming license. Please visit the following website to fill out an application with the Province of British Columbia:**

<https://www.gaming.gov.bc.ca/licences/forms-guidelines.htm>

### **Lotteries**

It is Canada Revenue Agency's (CRA) view that participants in lotteries, while perhaps influenced in choosing which lottery they will participate in by the identity of the organizing charity, are primarily motivated by the chance to win the significant prizes that are offered.

Therefore, in some cases, while there may be an element of donative intent, in CRA's view the amount of the advantage cannot be reasonably quantified. Accordingly, it continues to be CRA's view that no part of the cost of a lottery ticket is a gift which may be receipted for income tax purposes.

### **Auction Items**

Generally, a registered charity cannot issue an official donation receipt to the persons who buy items at a charity auction. However, where the value of an item can be determined and is made known to all bidders in advance and where the amount paid for the item exceeds the posted value, a registered charity can issue an official donation receipt for the eligible amount of the gift (*i.e.*, where the posted value of the item does not exceed 80% of the accepted bid).

### **Artist's Donations**

A tax receipt may be issued to artists who wish to donate artwork of their own creation. The fair market value must be established by a qualified appraiser with no personal interest in the artwork. A tax receipt may then be issued for the fair market value quoted in the appraisal. A copy of the original appraisal must be provided to PAFCF.

### **Third Party Fundraising**

In certain situations, special interest groups such as cultural groups, community associations or church organizations raise funds for donation to PAFCF, and request tax receipts for all contributors.

Tax receipts may be issued to all contributors **ONLY** if a record of all donors and their corresponding donations is supplied. The accuracy of such a record can be ensured by tracking names, addresses, phone numbers and amount of receipt to be issued to each donor at the time of the donation, and later sent to PAFCF with the donations. Official receipts may then be issued by the PAFCF.

**Tax receipts will only be issued for amounts of \$20 or more. The total amount of cash or cheques received must be equal to the amount requested in donations.**

### **Special Events Fundraising**

A fundraising event is defined as a dinner, concert, dance, show, gaming event, or similar event (excluding auctions). Tickets are sold for use on a specific date, and if not used, have no resale value.

A tax receipt may be issued for the difference between the fair market value of the event and admission price paid, if the purchase price of the ticket exceeds the fair market value of the goods (food, beverages, etc.) or services (entertainment, etc.) provided.

A tax receipt may NOT be issued if the admission price includes a chance to win door prizes of more than nominal value, regardless of the admission price paid – even if the prize has been donated.

**Example:** if tickets to an event sell for \$250 and tax receipts are issued for \$150 of the ticket price, then only small items, such as T-shirts or mugs that have a value of less than 10% of the receipt amount (in this case - \$15.00) can be given away. Any draws for televisions, vacations or any other prize valued at greater than \$15.00, even if these prizes were donated, would make the whole ticket price non-receiptable.

In all cases the amount of the tax receipt must be approved in advance by the PAFCF.

The fair market value is established by comparing the event to a similar non-charity related event. In the absence of a comparable event, the cost for putting on the event as a profitmaking venture is estimated, and a suitable admission price is established.

**Official receipts will be issued by the PAFC office upon receipt of:**

- The full donation amount;
- Full name, address and phone number of the donor/organization;
- Complete supporting documentation.



## **The Pacific Autism Family Centre Independent Community Event Fundraising Agreement**

\_\_\_\_\_ (“the Organization”) agrees to hold an independent fundraising event (“Event”) to benefit the Pacific Autism Family Centre Foundation (“PAFCF”), as outlined below:

WHEREAS the Organization wishes to organize and implement an independent fundraiser for PAFCF;  
and

WHEREAS PAFCF wishes to receive the benefits resulting from an independent fundraiser;

NOW THEREFORE this contract witnesseth that in consideration of the covenants and agreements contained, the parties hereto agree as follows:

1. The Organization will make absolutely clear to the general public that:
  - a) the Event has been initiated by the Organization with the possible support of other community groups in support of PAFCF;
  - b) the Organization is raising funds to be donated to PAFCF.
2. The Organization will carry out the Event in a manner that respects and adheres to the values of the PAFCF which can be found at [www.pacificautismfamily.com](http://www.pacificautismfamily.com)
3. The Organization will comply with the financial terms set out in Schedule A.
4. The Organization understands that the funds raised will be spent at the discretion of PAFCF in support of its Centre and its programs.

5. The following communication guidelines shall be in effect:

- a) The Organization will respect the name and logo of PAFCF and obtain PAFCF approval on their use in the Organization's brochures, advertisements, and any other publicity and/or media communications.
- b) All communications to the public by the Organization about the Event will be first discussed with and approved by PAFCF.

6. An official income tax charitable receipt will be issued by PAFCF to those individual donors who donate \$20 or more to PAFCF. The Organization must take the full name, home address, and phone number of the donor who wishes to receive an official receipt, as well as the date of the donation and amount donated. The Organization must follow the procedures set out in Schedule B.

7. The Organization and PAFCF acknowledge and agree that any personal information that is provided for the purpose of tax receipting or otherwise is given to the Organization in confidence and is protected by the CRC Privacy Policy and applicable privacy legislation, with which the Organization agrees to comply.

8. The Organization is responsible for obtaining any licenses, approvals or permits required to operate the Event.

9. Any Event planned by the Organization that involves gaming must conform to regulations of the governing body for gaming in the province where the Event is to take place. It is the Organization's responsibility to ensure that it is in compliance. The Organization is also responsible for ensuring compliance with its province's liquor regulations.

10. Nothing in this Agreement gives rise to a partnership or joint venture between the Organization and PAFCF.



**PACIFIC AUTISM** Family Centre

**AGREED BY:**

Name of Organization

\_\_\_\_\_

**Per:** \_\_\_\_\_  
Representative (Print)

\_\_\_\_\_  
Signature

**Date:** \_\_\_\_\_

***REQUIRED CONTACT INFORMATION:***

Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Short Description of Event, including anticipated donation to PAFCF:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pacific Autism Family Centre**

*Per:* \_\_\_\_\_  
Signing Officer (Print)

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_



## **Schedule A – Financial Terms**

100% of net proceeds generated by the Event must be given to the Pacific Autism Family Centre Foundation. The Organization shall keep an accurate record of all money raised for the PAFCF at the Event, along with all expenses, the categories of which must be approved in advance by the PAFCF. Unless otherwise agreed shall provide the record to The PAFCF within thirty (30) business days of the Event's termination, along with contact information of all donors who have requested or were promised a tax receipt. The PAFCF may audit the accounts of the Organization with respect to the Event, and the Organization shall provide access to records and its full cooperation

## **Schedule B – Guidelines Governing Tax Receipting**

The following receipting guidelines shall be in effect:

- a) if the Organization decides to charge an admission fee for the Event, which is equal to the fair market value for the Event, The PAFCF will not provide receipts for the value of said admission fee, as per Income Tax Act, [R.S.C. 1985, c. 1 (5th Supp.)];
- b) if the Organization decides to charge a fee for a service, food, or commodity being provided (fair market value will be determined by the PAFCF), the PAFCF will not provide receipts for the value of said fee, as per Income Tax Act, [R.S.C. 1985, c. 1 (5th Supp.)];
- c) the PAFCF will only issue tax receipts for the amount of the actual contributions received by the PAFCF. Receipts will not be issued for funds used to cover the costs of the Event or other administrative expenses incurred by the Organization;
- d) the Organization must track all donations when accepting a contribution from a donor. This accounting must include First Name, Last name, Address, Phone Number, Amount, and whether cash or cheque; and

e) the Organization shall remit the following to the PAFCF within thirty (30) business days of the termination of the Event, unless otherwise agreed:

- i. all money collected from the Event;
- ii. a report detailing the reconciling all donations; and
- iii. a list of the personal information that the Organization has collected, including donor names, donor addresses, the individual donor contributions

PAFCF would be pleased to recognize your efforts in the following ways:

1. An official letter to recognize your event's success;
2. Showcasing your event on our website's "Community Event Highlights" page;
3. A cheque presentation at the Foundation office;
4. If your event raises over \$10,000 cumulatively, your event name will be listed in our annual report.

## Frequently Asked Questions

### **I want to organize a fundraising event for PAFCF. Where do I start?**

The first place to start is to download our tool kit and fill out the application form. This form will provide us with all the information needed to assist you with your fundraising needs.

### **What is tax-receiptable and what is not?**

Donations of \$20 and over are eligible for an official income tax receipt. We are not able to issue an official income tax receipt for purchases (E.g. event tickets, raffle tickets, items or goods). Donations collected by the event organizer that are donated by the public cannot be tax receipted in the name of the event organizer. For more CRA tax guidelines please see [www.craarc.gc.ca](http://www.craarc.gc.ca)

### **How do I get tax receipts for the donations collected at my fundraising event?**

Record the names, addresses and telephone numbers of the individuals and/or businesses that require a tax receipt. Submit this form along with their donations to PAFCF Foundation; we will process and mail tax receipts directly to the individuals or businesses listed on the donation form.

### **Can I deduct my expenses from the funds raised?**

PAFCF will not reimburse you for any expenses incurred; all financial control is the responsibility of the event organizer. We ask that you plan and budget carefully for your event as expenses should not exceed 50 per cent of the total event revenue. Please consider asking local businesses to sponsor your event and/or provide in-kind donations to help alleviate costs.

### **Can I use PAFCF's logo on marketing materials for my event?**

Yes! The PAFCF logo is available for use by approved Events. Your application must be approved by the foundation before you are permitted to use



the logo. We ask that you submit all your marketing materials to the foundation for review before they are published or printed.

**Can a Foundation representative attend my event and/or provide volunteers?**

Due to the number of independent fundraising events that take place throughout the year, we cannot make a commitment for foundation staff to attend the events, or to provide volunteers for your events. We will be reviewing these requests on a case by case basis.

**Do you have promotional materials available for my event?**

Yes, we're happy to make the following PAFC branded promotional materials available to you for your event:

Posters, pamphlets, donation cards, donation boxes and banners. These will be sent to you via Canada Post or, if you prefer, you can make arrangements to pick them up from the foundation office. We kindly ask that you return any unused items.

**Can you send out a news release for my event?**

We are unable to contact the media on your behalf. Please contact the Foundation office if you require guidance on how to approach media for your event. Again, please make sure your application has been approved by the foundation before you start using our logo for marketing and media purposes.

**Can PAFCF promote my event?**

We can promote your event on our Events listing page of our website and, in some cases, via our social media channels, and our newsletter.

**Can I get a photo taken with a BIG cheque?**

Yes. We're happy to organize a cheque presentation at Foundation office during business hours (9 am to 5 pm).

**Can you promote my event on social media?**

There are opportunities to post your event information on our Facebook page and Twitter feed if you provide us with your event's handles as well the



who/what/where/when/why of your event. Please coordinate this with our Foundation office.

**Can I provide alcoholic beverages at my event?**

Yes, but this may require further consideration from the Foundation. If your event involves the consumption of alcohol, please provide this information on the application form.

**How do I submit my donations?**

Donations can be submitted in person at the PAFCF office located at 501 – 1015 Burrard Street, Vancouver, during regular business hours – Monday to Friday from 9am to 5:00pm. You can also mail in your donations (please **do not** mail cash) and make cheques payable to PAFCF:

Pacific Autism Family Centre Foundation  
501 – 1015 Burrard Street  
Vancouver, BC V6Z 1Y5

If donors require tax receipts, please mail the names, addresses and telephone numbers of those who need to be receipted.

**For all inquiries related to Independent Community Fundraising Events please contact:**

Zeenia Mizan  
Pacific Autism Family Centre Foundation  
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