



Third Party FUNDRAISING TOOLKIT

Tomorrow's made
BRIGHTER!



Tomorrows made **BRIGHTER!**

In 2013, the Durham District School Board (DDSB) launched the 'Make a Difference' early years poverty strategy in order to support students who were facing financial barriers to success. Within a few years, the DDSB recognized that while the 'Make a Difference' initiative was making significant impacts on the lives of students and families living in poverty, there needed to be something more. The first steps were then taken in creating an organization that would solely support the needs of DDSB children and youth experiencing poverty, and the Ignite Durham Learning Foundation (IDLF) was born.

The foundation received official charitable status in May 2021, and since then we have been working to ensure that every student has nutritious food at lunch and snacks, is dressed for the weather, has access to life-changing programs, and can find success in post-secondary education.

We are governed by a Board of Directors that are responsible for the development and oversight of the charities Strategic Plan, Financial Health and adherence to by-laws, regulations and acts.

The IDLF is a charitable organization that serves to remove financial barriers to create equitable opportunities that empower DDSB students to achieve academic and personal success.

Thank you for your interest in supporting the IDLF through organizing a third party event!

Your support helps us work toward our vision of Making Tomorrow's Brighter while helping DDSB students by removing financial barriers that enable them to thrive in their learning journey. Our work would not be possible without the help of our wonderful volunteers, donors, community leaders, sponsors, and supporters—we thank you for considering the IDLF as your fundraising cause!

Toolkit

This toolkit has been designed to assist you as you organize a successful event. We have included some helpful tools including fundraising ideas, guidelines, and sample documents.

For further information about hosting a third party event, please contact the IDLF via email at ignite.foundation@ddsb.ca or phone at 905-666-6000.

What is a Third Party Event?

A third party event is one that is organized by an individual, affiliated group, or organization, for the purpose of raising funds for—or on behalf of—a chosen charity with that charity's approval.

The IDLF and students we serve benefit from third party events by:

- Raising awareness of who we are and what we do.
- Engagement with our community
- Receiving financial support from event net revenues that further our Mission under one of our five funding pillars.

You can help the IDLF in some or all of these ways by hosting your own event! Read through this toolkit to learn more about how you can host a third party event in support of the IDLF.

Getting Started

Interested in running a third party event for the IDLF?

1. Complete the online [Application Form](#). Please wait for application approval before advertising or proceeding with your event. Allow 10 to 12 weeks for application processing.
2. Complete the online [Third Party Waiver and Liability Release Agreement](#).
3. Refer to the [Event Planning Checklist](#) to help plan and run your event.
4. Once your event is over, complete the online [Financial Summary Form](#). Transfer of funds must be completed no later than 30 days post event.

How We Can Support Your Event

- Offer an online fundraising page for your event through one of our trusted fundraising platforms. Please note this may come with a service fee.
- Offer event organizing advice. We can assist in guiding your fundraising initiative.
- Assist with the IDLF Third Party Fundraiser application process. Please contact us with any questions.
- Promotion on our social media platforms and sharing within the DDSB community.
- Send an IDLF representative to attend your event, if available.
- Provide IDLF event marketing materials such as brochures and posters.
- Issue tax receipts, subject to Canada Revenue guidelines.
- Authorize the use of our name and logo at your fundraising event.

We are sorry to say that we CANNOT:

- Fund or reimburse any event expenses.
- Provide internal IDLF donor or sponsor lists.
- Guarantee attendance of staff, Board members, or volunteers at your event.
- Solicit individuals or companies (on your behalf) to acquire donations or sponsorship for auctions or raffles. As the event organizer, this responsibility would fall to you.
- Apply for gaming licenses (e.g., bingos, raffles, liquor, insurance) for your event.
- Provide tax receipts for cash or in-kind goods not directly received by the IDLF.

Sample Letter of Support

Below is an example of a letter of support that the IDLF can write for you to support and validate the authenticity of your event.

RE: *[Name of your event]*

To Whom It May Concern,

This letter is to inform you that [Third Party Organizer] will be hosting a fundraising event, [name of event], on [event date] at [event location] to benefit the Ignite Durham Learning Foundation (IDLF).

This fundraising event has been approved by the staff team at the IDLF. If you would like to support the event, whether through sponsorship, donating a gift in kind, etc., it would be greatly appreciated by the children and youth that the IDLF serves.

It is our vision to Make Tomorrow's Brighter for children and youth by removing financial barriers that allow them to focus on their learning journey in school. Events such as these and support from people like you go a long way to helping us make our vision come to life for our Durham kids.

If you have any questions or concerns, please do not hesitate to contact us at 905-666-6000, or ignite.foundation@ddsb.ca

Thank you so much,

The Ignite Durham Learning Foundation



Learn more **about the Ignite Durham Learning Foundation**

Website: www.idlf.ca

Facebook: [Ignite Durham Learning Foundation](#)

Instagram: [@ignitedurhamlf](#)

X: [@IgniteDurhamLF](#)

LinkedIn: [Ignite Durham Learning Foundation](#)

Email: ignite.foundation@ddsb.ca

**Consider supporting our strategic
priorities and advancing our
Vision of Making Tomorrows Brighter.
Donate today!**

CHARITABLE REGISTRATION NUMBER: 74018 7919 RR0001