



Third Party Events

The Ottawa Food Bank is very fortunate to receive community support from organizations and individuals throughout the year. Third party events (events organized by individuals or groups outside of the Ottawa Food Bank) raise food and funds, as well as build relationships and public awareness in our community. These events are organized on behalf of the Ottawa Food Bank, and generally require little or no food bank support and use minimal Ottawa Food Bank resources.

Below are the ways in which we can help support your event, as well as answers to a few common questions.

How the Ottawa Food Bank can help:

- **Provide a guest speaker** – We would be more than happy to look into the possibility of having a guest speaker at your event. Please include this request in the notes section of your event registration. Please allow us at least three weeks' notice for any event where you'd like a guest speaker.
- **Help with promotion and getting the word out** - We can post your event on our website, Facebook page and Twitter account, as well as our e-newsletter
- **Promotional Materials** – available for your use are a wide variety of Ottawa Food Bank materials. Items such as posters, food collection boxes and monetary donation containers can be requested in your registration.
- **Delivery and Pick up** – Please keep in mind that by picking up your needed materials and delivering your food or fund donations you are making your donation go even further and helping us conserve our limited resources. In the event that it is not possible for you to do your own pick up or delivery you may request one in your registration. Material delivery and donation pick-ups take place Monday through Friday in the afternoons and always before 3 PM.
- **Use of our logo** – If you'd like to include our logo on your own promotional materials please ask for permission to use it in your registration. The Ottawa Food Bank appreciates final approval on all event materials containing our logo – please send your posters and event materials to sarah@theottawafoodbank.ca for final approval.
- **Provide Tax Receipts** – we can provide tax receipts to donors who make a donation of \$10 or more. Tax donation slips can be provided to event organizers and must be completed by donors and given back to the Ottawa Food Bank with all financial donations. Receipts cannot be provided for food donations or for sponsorship payments. Processing tax receipts takes 3-4 weeks after the donation has been received by the Ottawa Food Bank.



Frequently Asked Questions:

1. Can you create a poster specific to my event? Can you print my group's promotional materials?

With limited resources we do not have the ability to create a specific poster for each of the many events that benefit the Ottawa Food Bank. Please feel free to get creative and make your own event materials. You may include the Ottawa Food Bank logo on it so people know your event is a benefit or fundraiser. Don't forget to send us a copy of your materials for final proofing and so we may include it on our website. If creating your own poster isn't your thing don't forget that we have various campaign posters available here or posters that have a space for you to add your own event specific info here.

We are extremely grateful to benefit from a large number of fundraising events each year. Due to the number of events held in support of the Ottawa Food Bank, and our limited resources, we are not able to help third party event organizers with printing of event-related materials.

2. Can we have access to your donor mailing list and/or corporate sponsor list? Can you send a mail out or email blast to your donors on our behalf?

For reasons of privacy and confidentiality we do not share our donor mailing list or list of corporate sponsors. In an attempt to not overwhelm our donor's mailboxes we do not send out mail outs or email blasts for third party events. We can help promote your event on our website, with Facebook and Twitter, as well as in our e-newsletter.

3. Do you have volunteers available to help with my event?

In some circumstances we are able to assist you with volunteers. Please contact our Events Coordinator, Sarah Burns at sarah@theottawafoodbank.ca or 613-745-7001 to discuss the details of your event and volunteer needs. Please allow at least three weeks' notice for such requests.

4. Can you get the media out to my event? Can you send a press release out on my group's behalf?

We cannot make any guarantees regarding the presence of media at your event. Due to our limited resources and the number of events that support us, we are not able to send out third party event press releases on your behalf. If you are looking to get the word out don't forget to make use of the many community calendars that most major media outlets (print, radio and television) have available on their websites. We can also help you by posting your event on our website, Facebook, Twitter and e-newsletter when possible.