Guide to Hosting a Third-Party Fundraising Event (TPFE)

For partners and community collaborators

Version: May 20, 2026

Table of contents

Introduction 2

What is a third-party fundraising event 3

Who can conduct a TPFE? 3

Where will the money raised go? 3

Expectations 4

Planning a TPFE 6

Post-event wrap-up and submitting funds raised 8

Contact information 9

A Third-Party Fundraising Event (TPFE) is conducted by individuals, groups or organizations from the community that are not directly associated with the Québec City Community Christmas Hamper Campaign, organized annually under the auspices of Jeffery Hale Community Partners (JH Partners), with all proceeds going to the Hamper Campaign.

This guide provides ideas and tips for running your TPFE, such as bake sales, community lunches and sporting challenges, to benefit the Québec City Community Christmas Hamper Campaign (the Hamper Campaign).

If you have questions not covered in this guide, please contact us for help at info@jhpartners.net or by calling 418-684-5333, ext. 11835.

We thank you in advance for your commitment to support this wonderful collective community initiative.

What is a third-party fundraising event (TPFE)?

A TPFE is conducted by individuals, groups, or organizations in the community, with all proceeds benefiting the annual Community Christmas Hamper Campaign.

Who can conduct a TPFE?

Anyone in the community can host an independent fundraising event in support of the Hamper Campaign, including individual community members, families, civic organizations, churches, schools, businesses and government agencies.

Where will the money raised go?

All monies raised through your TPFE will be used to fund the hampers that volunteers deliver to those in need in our community each December.

Expectations

What can you expect from the JH Partners when organizing a TPFE?

The internal organizing team at Jeffery Hale Community Partners, which organizes the Hamper Campaign each year, can assist with your TPFE upon your request.

They can do so in the following ways:

- Help you brainstorm event ideas and organization.
- Write a letter of authorization to validate your event
- Give you approval to use our special "Événement de collecte de fonds/Fundraising Event" logo on your TPFE publicity materials (see also *Québec City Community Christmas Hamper Campaign Brand Guidelines* document).
- Provide materials about the Hamper Campaign to display at your TPFE (postcards, posters, pamphlets).
- While we cannot guarantee attendance by a JH Partners staff member at your event, we will do our best to coordinate the presence of a member of the Hamper Campaign's larger organizing volunteer committee.

What we expect of you

Both the internal organizing team at Jeffery Hale Community Partners and the community organizing committee expect the following in return:

- You do not retain a commission on your TPFE.
- You do not use your event as a political endorsement.
- You do not conduct any direct solicitation (e.g., door-to-door canvassing).
- You comply with legal and regulatory requirements
- You acknowledge that the Hamper Campaign and JH Partners do not assume any legal or financial liability, and we are not responsible for any damage or accidents at events.

You must be aware that:

- The Hamper Campaign and JH Partners do not provide insurance; you take steps to secure it yourself.
- For raffles or draws, you obtain a provincial gaming license before printing or selling tickets.
- In compliance with CRA regulations, you acknowledge that the Hamper Campaign and JH Partners cannot issue a tax receipt for the funds raised through your TPFE, **except** for donations made directly to the Campaign itself during your event.
- To that end, please encourage donors to write a cheque made out to the order of the Community Christmas Hamper Campaign.
- Better yet, encourage donors to give to the Hamper Campaign online using the form on qchampers.ca, processed through CanadaHelps, which will instantly issue a tax receipt by email.

Planning your TPFE

What type of event will you host?

- Decide whether to host a standalone event benefiting the Hamper Campaign or add a fundraising element to an existing event.
- Select an event that aligns with your interests and capabilities, and that of your organizing committee if applicable (see below).
- Search online for event ideas like these:
  - Cocktail party with a donation entry fee.
  - Garage sale for a good cause.
  - Golf outing.
  - School fundraiser to engage students in philanthropic activities.
  - Trivia night to raise awareness and funds.
  - Challenge events like runs, walks or sports competitions.
  - Turn seasonal holidays (i.e. Halloween, Thanksgiving, etc.) into fundraising opportunities.

When will your event take place?

- Choose a convenient date and time, and schedule your event well in advance
- Consider national holidays and try to avoid conflicts with other community events.

Where will your event take place?

- Consider affordable municipal facilities, community halls or schools.
- Ensure the venue meets rental requirements, including liability insurance and plan for weather contingencies if outdoors.

Who will be involved?

- Form an organizing committee and recruit dedicated individuals interested in fundraising and with diverse skills.
- Assign roles and responsibilities for carrying out the event.

How much will it cost?

- Set a fundraising goal.
- Create a budget to track expenses and projected income, including potential sources of funding.
- Try to keep your costs below 20% of your budget.

Why are you doing it?

- Share your story to inspire donations and support for the Hamper Campaign.

Publicity tips

- Brainstorm on who is likely to support your event.
- Create a timeline, planning your publicity strategy well in advance.
- Document your TPFE by taking photos for social media and future promotions.

  Important note: For safety reasons, we cannot share photos showing children's faces.

Post-event wrap-up and submitting funds raised

- Thank participants, donors and volunteers.
- Email your best event photos to info@jhpartners.net, especially if you would like us to share them on our Facebook page.
- Within 30 days, tally and submit the funds you have collected.

Tips for submitting the funds you have raised

Please do not use our CanadaHelps online platform or donation form for submitting funds raised through an event or activity. CanadaHelps should only be used for individual donations. Each donor will automatically get a tax receipt in their name and home address from CanadaHelps.

1. Send an e-transfer of any funds you have collected to receivables@jhpartners.net, specifying the organizer's name and the event name in the note or details field. Notify us in advance at that email address so that we can expect your e-transfer.

OR

2. Issue a cheque specifying the name of the organization or individual who organized the fundraiser and the name of the event, and send it to us by mail or deliver it in person to our head office at 2000-1270, chemin Sainte-Foy (full address and opening hours on next page).

For security and practicality purposes, we would prefer not to handle cash. If you must submit cash, please do the following:

- First, roll the coins and go to your bank to change them for bills.
- Ideally, deposit all coins and bills in your bank account and then send us an e-transfer with the details specified above (see item 1).

Contact information

Address

Québec City Community Christmas Hamper Campaign
c/o Jeffery Hale Community Partners
2000-1270, chemin Sainte-Foy
Québec (Québec) G1S 2M4

Opening hours

Monday to Friday, 8:30 a.m. to 4 p.m.

Telephone

581-705-2205

Email and websites

info@jhpartners.net jhpartners.net
give@qchampers.ca qchampers.ca