



# ***Sing for Justice* TOOL KIT**

**Host your own event for the Centre for Christian Studies!**

**Throw your own *Sing for Justice* event where you get together with people in your community to sing songs of justice and right relationship between September 1 and November 30. At the same time raise funds to support student learning at the Centre for Christian Studies!**

## **Event Ideas**

*Sing for Justice* could take many forms:

- A gathering around a piano or a guitar in a living room
- A house concert with musicians invited to donate their talent and encourage group singing, along with some performed pieces.
- A church could sponsor a concert with the choir and organist giving leadership for the congregational singing.
- A backyard campfire or informal gathering in a park with justice song sheets for acapella singing
- Write a song with the proceeds of its sale to CCS
- A virtual event could work too—you just have to think of how to make it work

## **Timeline**

An event should be held between September 1 and November 30, 2016.

## **Ways to promote CCS and raise funds through *Sing for Justice***

To find your audience:

Invite everyone you know who would like to sing about justice and who is willing to support CCS financially:

- United Church and Anglican Church people

- People who are involved in the Primate's Fund, Kairos, Justice and Peace, possibly secular justice Organizations
- People who have a connection to CCS
- People who love to sing or who love music

To promote CCS you could:

- Invite a CCS student to speak about their experience
- Ask a CCS friend or a Central Council member to tell their story of what they love about CCS
- Show a promotional slideshow/video
- Hand out brochures

Fundraising can happen through:

- Hand out free tickets that invite donations at the door
- Provide donation envelopes and take up an offering
- Encourage those who can't come to go to the CCS website and click on the DONATE NOW button

### **Tips for a successful *Sing for Justice* event**

- Decide on a date, time, and venue
- Create a work plan and budget, if necessary
- Recruit musician(s) and together choose the songs
- Prepare the program
- Arrange for tickets, donations or an offering (whichever is used)
- Promote and advertise *Sing for Justice*
- Send the details to CCS to post on our website
- Run the event (But have a "plan B" just in case)
- Submit proceeds to CCS within two weeks of the event

### **Register your *Sing for Justice* event**

Read the CCS third party fundraising guidelines (available at <http://www.ccsonline.ca/Resources/policies/third-party-fundraising-guidelines.pdf>), then sign and return the third party fundraiser agreement to the CCS Development Coordinator [lstewart@ccsonline.ca](mailto:lstewart@ccsonline.ca). Give us a minimum of three weeks notice prior to your event.

### **Budget. Permits, Insurance, Name and Logo**

1. If you need funds to put on your event, these are to be determined, raised, and covered locally through donations in kind or sponsorships, separate from donations received for the event. The budget might include invitations, advertising, tickets, space rental, refreshments, musicians, etc.
2. The host is responsible for any permits, licences, and insurance.
3. Any promotional material must state that your event is "in support" of CCS and is not a CCS event.
4. All materials using our name and logo must have approval from CCS staff. We can provide the *Sing for Justice* logo to you.

## **CCS support for your event**

We'll provide

- A planning toolkit
- Our third party fundraising guidelines and third party fundraiser agreement
- Donation record sheet
- Processing tax receipts for donations made to CCS
- Song suggestions
- A link to your event information on our website, in Common Threads, and on our Facebook page
- Thank you notes to all donors
- Promotional materials
- Names of potential speakers/storytellers in your area

## **Donations and Tax Receipts**

1. We can receive donations by credit card if the donor wishes to make a donation by calling CCS or online through our DONATE NOW button at [ccsonline.ca](http://ccsonline.ca).
2. Tax receipts are available to people who make a personal donation to the Centre for Christian Studies. All donations of \$20 or more are eligible for receipts. We need the following information to prepare a tax receipt:
  - a. Donor's name
  - b. Donor's full mailing address
  - c. Donor's telephone number and e-mail address
  - d. Amount of donation and payment type (cash or cheque)
3. CCS can provide you with a form for this purpose.
4. Tax receipts cannot be processed until the host sends the funds to CCS. Processing tax receipts takes approximately two weeks after the donation has been received.
5. Money raised and donor information (for charitable receipts) must be received within two weeks of the event.

**Thank you for your enthusiasm for CCS and your interest in hosting a *Sing for Justice* event. You are raising money to support student learning.**

Once you have an idea about what you kind of Sing for Justice event you want to host, please contact our Development Coordinator, Lori Stewart at [lstewart@ccsonline.ca](mailto:lstewart@ccsonline.ca) or 204-783-4490.

**THANK YOU!**