Fundraising for Foundry

Foundry Fundraising Toolkit for Community Events
Thank you for choosing to support youth health and wellness. We hope this toolkit will provide all the information you need to host your own fundraising event in your community, in support of Foundry BC.

Please see additional resources on organizing your community event and to learn more about Foundry.

Foundry is a provincial program of Providence Health Care, with St. Paul’s Foundation serving as the registered charitable partner. When you host an event or donate in support of Foundry BC, your donation will be processed through St. Paul’s Foundation, supporting Foundry’s work across our province.

You can also host a fundraising event in support of a specific Foundry centre. Please visit Foundry centre Donation page and contact the registered charity supporting your local Foundry centre to learn more about how your event can help to build and support a Foundry centre in your community.

Please contact Amanda or Helene if you have additional questions:

Amanda Oldershaw | aoldershaw@providencehealth.bc.ca | 604-682-8206
Helene Rasmussen | hrasmussen@foundrybc.ca
Foundry offers free and confidential supports for young people ages 12–24 — mental health care, substance use services, physical and sexual healthcare, youth and family peer supports and social services — both online and in-person in communities across BC. Your community fundraising events help build our centres and improve access to care, ensuring youth and caregivers find the help they need, when they need it.

Your Gift Helps Young People Live a Good Life

Over 35,000 of BC’s youth have accessed Foundry’s services since April 2018, including 17,567 youth in Fiscal Year 2022/23.

16 Foundry centres open
9 centres in development
10 centres announcing soon

Over 15,000 virtual appointments since launching Foundry Virtual services and the Foundry BC App in April 2020 during the pandemic.

Last Update as of March 31, 2023
Step-by-Step Event Planning Guide

1: Ideas and Goals
- Decide on the type of event
- Set a fundraising goal
- Find others who can help you with your event
- Contact us if you need advice

2: Let Us Know
- Fill out an online Third-Party Fundraising Application Form
- Get approval and answer any follow-up questions
- (Optional) Set up a customizable online fundraising page for your event, please contact St. Paul’s Foundation for support and guidance

3: Confirm Details

4: Share the News

5: Event Day

6: Wrap Up

7: Celebrate!
3: Confirm Details

- Plan your event
- Confirm date and location
- Obtain any required licenses or permits
- Finalize budget and goal: see our Tips for your Event Goals and Expenses
- Gather a team to help at the event

4: Share the News

- Promote your event through social media, emails, posters, and local partners
- Pre-event fundraising: ask for donations, send invitations, sell tickets
- See additional resources for some free event listing websites for you to promote your event, and some tips on using Foundry’s logo

5: Event Day

- Create a to-do list for the day of your event
- Support your volunteers, so everyone involved understands their role
- Share Foundry information at the event
- Collect online donations using your own fundraising page or the Foundry donation website
- Collect cash donations and event proceeds
- Gather contact information from donors wanting a tax receipt
- Have fun and enjoy your event!
6: Wrap-Up

- Thank your participants, donors and volunteers.
- Complete your final budget and calculate fundraising totals
- Send an email, social media post, or fundraising page update with the total raised
- Share photos from the event
- Submit proceeds to Foundry through St. Paul’s Foundation within 2–4 weeks of your event
- Contact us to drop off donations in person
- Contributions can also be mailed (with a note about your event) to:

St. Paul’s Foundation of Vancouver
178-1081 Burrard Street
Vancouver, BC V6Z 1Y6
Attn: Foundry

7: Celebrate!

- Celebrate your success with options including a big cheque presentation or recognition in Foundry’s newsletters and social media.
- Thank you! Your event will make a difference for young people across BC.
Get Support

Foundry can support you:

- Donation forms and online fundraising tools
- Personalized fundraising advice and event support
- Foundry information and logos for display
- Foundry representative to speak at your event (based on availability)
- Official tax receipts for cash donations $20 and above

Foundry can’t provide:

- Funding or reimbursement for event expenses
- Direct access to donors’ information
- Assistance in soliciting sponsorship
- Logistical support, advertising, or media relations
- Required licenses or insurance for your event
- In-kind donations, staff, or volunteers for your event

Thank You

Thank you so much, on behalf of Foundry and St. Paul’s Foundation, for joining us in helping young people and families across BC access the resources and support they need, when they need it.

If you have any questions about setting up your own fundraising page or submitting your donation, please contact:

Helene Rasmussen | hrasmussen@foundrybc.ca
Amanda Oldershaw | aoldershaw@providencehealth.bc.ca
Additional Resources

See additional tips for planning your event:

- Read through our Tips for your Event Goals and Expenses document
- Read through St. Paul Foundation’s Tax Receipting and Financial Accountability Guideline
- Submit your application for gaming licenses (e.g., raffle), read more details and submit application at Gambling Event License Fundraising Documents and Forms
- Submit you application for a Special Event Permit (SEP) to be able to serve or sell liquor at your event, read more details and submit application at Liquor and Cannabis Licensing
- If you would like to use Foundry’s logo in your promotional material, please read Foundry’s Branding and Logo Guidelines

See below links for more about Foundry:

- Foundry BC
- Foundry Virtual BC
- Foundry Case For Support
- Foundry Expansion
- Foundry Research
- Foundry History
- What Makes Foundry different: Integrated Youth Services (IYS)
- Strong People Seek Support Series
- Foundry Impact Report

Below are some free event listing websites for you to promote your event:

- The Georgia Straight
- Miss 604
- Daily Hive Vancouver
- Vancouver Is Awesome
- Special Events BC
- Eventbrite
- 10 times
- Evvnt