

THE 30TH
ANNIVERSARY
JUNE 22 - 24

ALL ACCESS
FRIDAY
JUNE 22

CONCORD PACIFIC VANCOUVER 溫哥華龍舟節 DRAGON BOAT FESTIVAL

Thank you for your interest in participating as a designated charity or non-profit organization in the Barrier Free Canada Cup during All Access Friday at the 30th annual Concord Pacific Vancouver Dragon Boat Festival. The Canadian International Dragon Boat Festival Society is excited to work with you to build on the success of the inaugural race in 2017; with your help, we will surpass the \$50,000 we raised for our charity partners in 2017.

Please ensure you review all information attached, and fill out all forms below to ensure that we can properly review your application to be part of the Barrier Free Canada Cup.

Qualifying Charity and Non-Profit Participants

Participating charities and non-profits must meet the following basic criteria:

Be a charitable or non-profit organization that primarily enables participation in society for individuals facing any barrier to an active lifestyle.

Operate in and benefit individuals living in British Columbia, specifically in and around the Metro Vancouver region.

Teams and Charities

We encourage participating charities to recruit racers to participate in the Barrier Free Canada Cup so that more people can experience this unique activity while raising funds and awareness for their causes. However, the dragon boat paddling community is large and diverse, and there may be teams aligned with your cause that we will be happy to connect you with.

Please note that all funds generated from the Barrier Free Canada Cup will benefit the charity or non-profit organization applying to be a part of the race and All Access Friday, not the team representing the organization during the Barrier Free Canada Cup.

Requirements for Participation

Participating charities and non-profits commit to participating in and promoting the Barrier Free Canada Cup race and All Access Friday in the following ways:

Aim to include racers of different backgrounds and abilities, whenever appropriate and possible.

Participate in media interviews or events promoting the Barrier Free Canada Cup and All Access Friday as required.

Promote your participation in the Barrier Free Canada Cup, All Access Friday, and the Concord Pacific Vancouver Dragon Boat Festival in all of your organization's communications channels, including at events, social media, newsletters, and more.

Direct the general public to your organization's fundraising page for All Access Friday, the Concord Pacific Vancouver Dragon Boat Festival, and the Society's main website.

Encourage stakeholders to donate to your organization through your fundraising page, and

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to also encourage your stakeholders to purchase tickets to All Access Friday events, attend the Festival, and participate in All Access Friday fundraising events.

Supply auction lot items for All Access Friday (determined on a sliding scale depending on anticipated amount of donations received).

Sell tickets to the Dragon Boat BC Legacy Gala and All Access Friday fundraising events (determined on a sliding scale depending on anticipated amount of donations received).

Publicly acknowledge the Society in post-event communications, indicating how the funds received have benefitted individuals facing barriers to participation in society, and have helped them live a healthy lifestyle.

Support by the Canadian International Dragon Boat Festival Society

To support your organization's efforts to include everyone in their community regardless of barriers to participation, the Society will offer the following benefits:

Two free coached dragon boat practice sessions at Dragon Zone Paddling Club in Vancouver with all equipment and safety equipment necessary.

Supplied coach and steersperson if required for the Barrier Free Canada Cup race.

Set of team t-shirts for the Barrier Free Canada Cup race (required to race).

A basic set of marketing and publicity materials to promote your organization's participation in the Barrier Free Canada Cup, All Access Friday, and the Concord Pacific Vancouver Dragon Boat Festival.

Website donation platform overhead and communications support as required.

Terms and Conditions

As a condition of participating in the Barrier Free Canada Cup and All Access Friday, your organization acknowledges and agrees to the additional following points:

Donations will be processed and remitted by the Society to your organization after the event. While the Society will endeavour to provide funds quickly, turnaround time after the event will take up to 60 days after the conclusion of the Concord Pacific Vancouver Dragon Boat Festival.

Participating charities and non-profits understand that they will be billed what the Society is charged to receive donations through the online donation platform. In the past, this fee has been approximately 4%.

Non-profit organizations participating in the Barrier Free Canada Cup are not eligible to issue tax receipts to donors. Reasonable efforts will be made to inform donors of this fact; however it will be up to the organization to ensure that their donors are aware of this fact.

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Charity organizations participating in the Barrier Free Canada Cup will be responsible for issuing tax receipts to their own donors within 30 days after the funds are remitted by the Society to your charity organization.

All issues related to the issuance of tax receipts, donor follow up, and intended use of funds will be directed to the participating organization by the Society. The Society will only address issues related to the organization of the event, information presented during our events, and general questions about charities.

Participating organizations agree to promote the Barrier Free Canada Cup, All Access Friday, and the Concord Pacific Vancouver Dragon Boat Festival as outlined previously. Failure to do so may lead to your organization's exclusion from the event, and replacement with another organization.

All communications about your organization's participation in the Barrier Free Canada Cup, All Access Friday, and the Concord Pacific Vancouver Dragon Boat Festival must be approved by the Society, and if using Society graphics, follow the Society's graphic standard manual.

The Society will not be held responsible for any issues arising from your organization's participation in this event.

Evaluation Criteria

The Society will review applications of organizations applying to participate in the Barrier Free Canada Cup and will award entries into the Barrier Free Canada Cup based on the following criteria:

The alignment of your organization's aims and objectives with the purpose of All Access Friday (working towards eliminating any type of barrier to participation in our communities).

Your organization's responses to the questions in the application, specifically your organization's engagement and communication plan to help raise funds for your cause.

Contact

Please contact Alexis Gall at alexis@dragonboatbc.ca or Dominic Lai at dominic@dragonboatbc.ca for any questions or assistance you may need with your application.

Please return all applications by January 1, 2018 via email.