



June 30, 2023

Dear Friends of the FCJ Christian Life Centre,

*Greetings of peace!*

We are excited to invite you to our upcoming annual fundraising event for our retreat Centre. This year's theme is "Autumn Tea Party", and we have planned an enjoyable afternoon filled with activities that we hope will bring joy to everyone who attends.

The event will take place on **September 17 at 2PM, at FCJ Christian Life Centre** (219 19 Ave SW, Calgary, AB T2S 0C8). As a valued friend of our organization, we would be honored if you would join us for an afternoon tea event.

We hope to raise \$25,000 through this fundraising event to assist with the upgrading of the Centre ensembles and bathrooms on the 2nd & 3rd floors. After 40 plus years of use, the bathrooms need an overhaul, especially the showers, bathtubs, and toilets, as the patchwork of the leaking and wear and tear needs to be addressed. The funds raised from this event will help us provide comfortable and functional facilities for our guests, ensuring they have a pleasant and enjoyable stay at our retreat Centre. We believe that our retreat Centre has the power to transform lives, and we are committed to making it accessible to as many people as possible.

We kindly request your consideration for a donation to help fund the renovations, particularly for handicap accessible washrooms. The FCJ Centre relies solely on donations and revenue generated from our conferences. Your contribution, regardless of the amount, would be greatly appreciated and tax receipts will be issued for all donations. Donations can be made through this link: <https://www.fcjcentre.ca/donate>

To purchase tea party ticket(s) or to know other ways to participate in our annual fundraising event, please check out **Ways to Participate to our Autumn Tea Party – Fundraising Event at FCJ Christian Life Centre** below.

Your presence and support at our fundraising event will make a significant impact on the success of our efforts. We believe that your generosity will help us achieve our fundraising goals and we look forward to sharing our progress with you.)

Thank you for your continued support and we hope to see you at our event. Please RSVP by September 8, so we can plan accordingly. FCJ Christian Life Centre is incorporated in Alberta since February 26, 1979. Our charitable registration number **118913581RR**. Receipts will be issued for all donations.

For further information, please contact Rita Khanchat at [rita.khanchat@fcjcentre.ca](mailto:rita.khanchat@fcjcentre.ca) or phone us during regular office hours at 403-228-4215.

Warm regards,

Whitney Nagasan  
Executive Director

## Ways to Participate to our Autumn Tea Party – Fundraising Event at FCJ Christian Life Centre

1. **Attend the Tea Party:** Join us at the tea party and purchase tickets  
**Before Aug 18: \$35/Person; \$275/Table Of 8**  
**After Aug 18: \$40/Person; \$315/Table Of 8**

*Please note that purchasing tea party tickets is not considered a donation and **will not qualify for a tax receipt.** However, in addition to purchasing tickets, any monetary contribution of \$20 or more will be eligible for a tax receipt.*

### Ways to purchase tea party tickets:

- Online via CanadaHelps by clicking [HERE](#)
  - By Mail. Please send a cheque payable to FCJ Christian Life Centre, to our address 219 - 19th Avenue SW, Calgary, AB T2S 0C8. **Please write under remarks: Renovations**
  - By Interac e-Transfer No processing fee will be deducted from your donation. Your bank may, however, charge a service fee. If you wish to donate via Interac e-Transfer, please do the following:
    - Go to your Online Banking site and click on the link for an Interac e-Transfer.
    - Fill in the required information, including the amount of your donation and, in the space provided for a personal message. Where you are asked to provide the Recipient's email address, enter [accountspayable@fcjcentre.ca](mailto:accountspayable@fcjcentre.ca).
    - **Please write under remarks: Renovations**
    - You will be asked to create a Security Question; such as "What was the password I provided you?" Send the answer to your Security Question to us in a separate email with the address: [accountspayable@fcjcentre.ca](mailto:accountspayable@fcjcentre.ca)
      - This will allow us to transfer your donation to FCJ Centre's bank account. Please also provide your name, mailing address, and phone number with your email.
  - In Person at our Office at 219 - 19th Avenue SW, Calgary, AB T2S 0C8
  - By phone, please call us at (403) 228-4215 so that we can assist you with purchasing the tickets or explore alternative options.
2. **Donate Gift Items:** Contribute to the Silent Auction table by donating gift items such as a wine basket, women's accessories, gift cards and vouchers (spa day, restaurant, hotel, tours), electronics, game tickets, workshop tickets, or any heartfelt item.
  3. **Purchase** homemade pies, wine, or FCJ Centre gift cards.
  4. **Volunteer with us:** Dedicate your time and effort by volunteering at the event. Your help is invaluable to us.
  5. **Share the Event:** Spread the word about the event through your social media channels. Let your friends and followers know about this exciting opportunity to support a good cause.
  6. **Invite Others:** Extend invitations to your family, friends, and community members. Encourage them to join us and contribute to our charitable works.
  7. **Prayers for Success:** Keep us in your prayers for the success of the event, and pray for the well-being of our benefactors and volunteers.

## SPONSORSHIP PACKAGE

### 8. Be our event sponsors and donors:

- Help us raise \$25,000 for bathroom renovations by donating any amount.
- Help underwrite portions of the event by offering financial support for specific aspects such as food, decoration, marquee tent rental, chairs, music and entertainment. You can contribute with amounts of \$50, \$75, \$100, or any other amount you desire.

#### **EVENT SPONSOR (Above \$5,000)**

As an Event Sponsor for the Autumn Tea Party, you will receive:

- Company name or individual name tagged as official event partner.
- "Event Sponsor" sign at FCJ Centre website's event page linked to the sponsor's website from October to December 2023.
- "Event Sponsor" sign at FCJ Centre entrance digital signage our high traffic area for the whole month from October to December 2023.
- Individual or Company logo featured on FCJ Centre **Social Media platforms** for end of September and whole month of October.
- Individual or Company logo featured on FCJ Centre's **October Newsletter** linked to the sponsor's website.
- Two (2) complimentary tickets 2-night stay with meals at FCJ Centre
- Two (2) complimentary tea party tickets
- Privilege to give out corporate flyers/ brochures during the entire duration of the event
- Live acknowledgment in public announcements during the event
- Certificate of Sponsorship and Thank you Letter
- Tax Receipt

#### **GOLD SPONSOR (Above \$500 to \$5,000.00)**

As a Gold Sponsor for the Autumn Tea Party, you will receive:

- Company/ private individual's name tagged as gold sponsor
- Individual or Company logo featured on FCJ Centre **Social Media platforms** for end of September and whole month of October.
- Two (2) complimentary tea party tickets
- Privilege to give out corporate flyers/ brochures during the entire duration of the event
- Live acknowledgment in public announcements during the event
- Certificate of Sponsorship and Thank you Letter
- Tax Receipt

#### **SILVER SPONSOR (Above \$100 to \$500)**

As a Silver Sponsor for the Autumn Tea Party, you will receive:

- Company/ private individual's name tagged as silver sponsor
- Live acknowledgment in public announcements during the event
- Certificate of Sponsorship and Thank you Letter
- Tax Receipt

#### **DONOR (Below \$100)**

- Certificate of Donation and Thank you Letter
- Tax Receipt

**To make a contribution or for further information, please contact Rita Khanchat, Associate Director, at (403) 228-4215 or email her at [rita.khanchat@fcjcentre.ca](mailto:rita.khanchat@fcjcentre.ca)**