|  |
| --- |
| Collaborative Futures Workshop: Maximizing Non-Profit Funding and ImpactEVENT CALENDAR AND POSTER INFORMATION |

We are hoping everyone will play an active part in our gathering, and we want to ensure that you feel comfortable and prepared in actively participating in two key activities:

1. **Event Calendar;**
2. **Poster Presentation.**

Since the day has some specific outcomes, we are putting some structure and process around these activities. Completing this before the event helps us to get a lot of things done in a short amount of time and will make the day less overwhelming. Please read the information below carefully – your participation is vital!

|  |
| --- |
| **ACTIVITY #1: EVENT CALENDAR**A blank timeline (the year ahead) will be displayed on the wall. Participants are asked to provide information about key events and activities that they have planned for the year ahead. This can include: * Fundraisers,
* Program events,
* Training dates,
* Annual General Meeting,
* Funding or other application deadlines,
* Community consultations, etc.

**TASK:** 1. For each event, activity, or deadline, bring a hard copy note that includes the name of your organization, a contact person and phone number or email address, title (or working title) of the event, the location, date and time of the event, and a short description. **Please only submit events / contact info which can be publicly shared.**
2. If your event is tentative or still in the early planning stages, please note this. It is okay not to have all the information. If the event is in the final stages of planning, please feel free to include links to the event sites to help people to connect with you or register.
3. There is a template in this information package that you may use electronically or make multiple hard copies. Please use 1 for each event. **If you send these to us electronically, we can print them for you.** This will also make it much easier for us to collate the information after the event, and we would greatly appreciate this assistance. **Deadline for this is noon on April 17, 2024.** After that time, please bring your own event cards.
4. Some time at the start of the event will be provided for you to put them on the chart for all to see and to be shared.

**INTENDED OUTCOMES:** By creating a calendar of events, participants will have a greater understanding of another organization’s activities and events and can use this information to avoid duplication when planning their events, or to help promote the event. Participants will have a greater understanding of which key dates in the coming year might be oversubscribed (the “busy” times). |

|  |
| --- |
| **EVENT TEMPLATE** |
| Organization Name |  |
| Event Name |  |
| Short Event Description or Type |  |
| Date and Time |  |
| Contact Person Name |  |
| Contact Person Email |  |
| Contact Person Phone |  |
| Link to the Event Website |  |
| Is this event tentative or in the early planning stages? |  |

|  |
| --- |
| **ACTIVITY #2: POSTER SUBMISSION**A poster you have created providing key information about your organization will be displayed on a wall for viewing, sharing, and ultimately connecting and exploring potential partnership opportunities! This is a chance for you to promote your organization and ensure that the public has correct contact information and understands your services.**TASK:**We are offering you some options for you to be involved, depending on your time and resources.**OPTION 1: JUST THE FACTS, MA’AM*** **YOU**: I don’t have a creative bone in my body, and I have even less time. Can you please do one for me?
* **ME**: Sure. Using the template below, please make sure we have **ALL** your information, and we will print it off. It won’t be fancy, but the information is what is important, and you can use it to do your presentation.

**INSTRUCTIONS:** Fill out the template and sign the release form and send it to director@gpsafecommunities.com **no later than noon on April 18, 2024.** Please put **Information Poster** in the subject line.**OPTION 2: A HAND-DONE MASTERPIECE*** **YOU**: Our organization is totally creative, and we would LOVE to do this as an in-house exercise with our staff.
* **ME:** What fun! We’re excited to see what you bring and can take a photo of it at the event to generate an electric copy that can be shared.

**INSTRUCTIONS:** Please include the release form below on the back of the poster.**OPTION 3: LAST MINUTE AND MISSED DEADLINES*** **YOU**: Oh no! I’m late and I totally forgot about this but it’s too good an opportunity to pass up!
* **ME**: No worries. We’ll have some spare templates and release forms at the event, and you can fill in the blanks as best as you can. We are providing some time between 9:30 a.m. and 10:00 a.m. for people who would like to come early to complete their poster.
 |
| **WHAT HAPPENS TO THE POSTERS AFTER THE EVENT?** | With a signed PIPA Consent release:* The information may be displayed at our facility from time to time.
* The information will be added to our mailing list.
* The information will be shared with other participants and the public (as appropriate). You will get a copy of all the information gathered at the event.
* The information or images of the posters may be shared on our website.
 |
| **SHARING OTHER RESOURCES** | * If you have a brochure about your organization, a calendar of events, a handout about your programs, services, or facility rentals, or a QR Code, please bring those for sharing as well.
* To be more eco-friendly, please only bring 2 copies with you (front and back if double-sided). They can be displayed next to your poster and photographed by participants.
 |
| **SIZE** | * If you have too much information to fit on one poster template, you can split the information over 2 or more posters. Hand-done posters can be any size.
 |
| **STUCK?** | * Email Miriam Mahnic (Facilitator) with your phone number and why you’re stuck at mm\_create@outlook.com.
 |
| **CONSENT / PERSONAL INFORMATION** | * While many organizations freely share their organizational information or post it publicly, some smaller organizations rely on the personal information of their volunteers (mailbox, address, phone number, email, etc.) in their communications. For this reason, and to respect and organization and how they would like their information used, we are asking you to complete a consent form per the Alberta Personal Information Protection Act.
 |

|  |
| --- |
| **YOUR ORGANIZATION’S NAME**123 Main Street, Community, T0K 0K0Phone: 780-555-1212Emails: dogoodniks@community.orgQR Code or Web LinkLogo |
| **YOUR ORGANIZATION’S MISSION**Who do you serve? What do you do? How do you do it? |
| **YOUR VISION:**What is your organization’s direction?What impact are you trying to have?What does success look like? | **YOUR VALUES:**Put your values or principles statements here.What drives your organizationand the people who support you?Mini-history (why did you get started)? |
| **MORE ABOUT WHO WE ARE**How are you incorporated (Society? Ag Society? Municipal or provincial department? Something else?)Size? Are you big or small and mighty?How many clients / users do you serve every year?Do you have paid staff or is all your work done with volunteers and committees?What are your key departments or committees?What is your geographic scope (national, provincial, regional, local – and what locality)? |
| **COLLABORATION POTENTIAL**What kinds of connections would you like to make and how would you like to work together with others?Who would you like to get together with to share ideas?Where could you use help from others? | **ACCOMPLISHMENTS AND UPCOMING PROJECTS / EVENTS**What are you most proud of?What are your accomplishments?What are you working on in the future?What are your ongoing or upcoming initiatives?Do you have any upcoming events you’d like others to know about (put on Events Calendar)?What is your next fundraising event? |
| **HOW COULD YOU HELP OTHER ORGANIZATIONS?**What do you have that you could offer other organizations (programs, assistance, excess capacity, skills, resources, etc.)?What are your greatest strengths? |
| **IMPACT**What is your value in your community?How do you make a difference?What do your members or clients like about you?Why does your community or why do your funders support you?What would the community miss most if you were gone? |
| **CHALLENGES / THE ASK**What are your biggest challenges?What trends are affecting you most?Where could you use help (and if you say “money,” then money for what)? |

**Protection of Privacy:** Consent for collection and disclosure of personal information is in accordance with the Alberta Personal Information Protection Act and will be protected under Division 2 and 3 of that Act. It will be collected, used, and disclosed as required for the operation of Grande Prairie and Area Safe Communities programs, services, and activities. This may include maintaining records, sharing information of potential interest to you, informing the public about your organization for networking purposes or to connect them with your services, or for other purposes consistent with the reasons why the information is collected. Should you require further information about collection, use and disclosure of personal information, please contact Cindy Blinston at 780-402-2818.

**Yes, I consent to the information provided above being used for the stated purposes.**

**DATE:**

**NAME (please print):**

**SIGNATURE:**

Please submit the poster / information and the signed and dated consent to Cindy Blinston, Executive Director at director@gpsafecommunities.com

with the words **Information Poster** in the subject line.