



# Watson's Mill Manotick Inc.

## Community Fundraising Toolkit

*Thank you for your interest in raising funds to support Watson's Mill Manotick Inc.! This toolkit will guide you through the process of planning and hosting your own community fundraiser. Every dollar raised helps preserve our historic site and bring heritage programming to life. Let's make history together!*

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### **About Watson's Mill Manotick Inc.**

Watson's Mill Manotick Inc. is a non-profit organization that operates and preserves three important heritage buildings in Manotick, Watson's Mill, Dickinson House and the Carriage Shed. Our mission is to protect this site, share its stories and create engaging programs and events for the community. We rely on grants, memberships, donations and volunteers to keep these landmarks alive.

Community fundraisers are a vital part of our support system. Whether you raise \$50 or \$5,000, every effort matters. This toolkit gives you everything you need to get started.

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### **Fundraising Ideas**

Need inspiration? Here are a few ideas that have worked well in the past:

- **Birthday fundraisers** ("donate instead of gifts")
- **Neighbourhood bake sales or lemonade stands**
- **Yard sales or plant sales**
- **Craft or paint nights**
- **Garden Parties**
- **Garage band concert or porch performances**
- **Fitness challenges or charity walks**
- **Local business promo days (portion of proceeds donated)**
- **Wedding or memorial donations in lieu of flowers**

You're welcome to be as creative as you like. Just make sure it's safe, respectful and inclusive.

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## Planning Your Fundraiser

1. **Choose Your Fundraiser** Pick something fun, manageable and meaningful to you.
2. **Set a Goal** Decide how much you'd like to raise. Every dollar counts!
3. **Pick a Date and Time** Consider holidays, weather and local events. Give yourself time to plan.
4. **Promote Your Event** Use social media, posters, word of mouth or email. Be sure to say your event is "in support of Watson's Mill Manotick Inc."
5. **Collect Donations** You can collect:
  - o **Cash or cheques** (made out to Watson's Mill Manotick Inc.)
  - o **Online donations** via our website: <https://watsonsmill.com/join-us/donate/>

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## Donation & Tax Receipt Information

- Tax receipts can only be issued by Watson's Mill Manotick Inc. for donations made **directly** to us, accompanied by full contact information.
- If you're collecting cash and want donors to receive receipts, record their name, mailing address, email and donation amount using the included **Donation Tracker Sheet**.
- All funds raised should be submitted to Watson's Mill Manotick Inc. within 30 days of your event.

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## Using Our Name and Logo

When promoting your fundraiser, please say: "This event is **in support of Watson's Mill Manotick Inc.**"

You may use our logo, which is available for download here: [insert link or say "email us to request a copy"]

Please do not imply your event is run *by* Watson's Mill Manotick Inc., unless it is co-organized with our staff.

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## Promoting Your Event

- Create a Facebook or Instagram event page

- Use Canva or our poster template to make a flyer
  - Tag us on social media (@WatsonsMillManotick)
  - Use hashtags like #SupportWatsonsMill #ManotickHistory
  - Share your story and tell people why you care about the Mill
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### **After Your Fundraiser**

- Submit your collected funds (online or in person)
  - Send us photos or stories we can share
  - Let us know how it went!
  - We'll be happy to recognize your efforts publicly (or keep it private, if you prefer)
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### **Thank You for Being a Champion of Local History**

Watson's Mill Manotick Inc. exists because people like you care. Your creativity and passion are helping keep this heritage site alive for generations to come.

Questions? Ready to get started? Email us at [info@watsonsmill.com](mailto:info@watsonsmill.com) or visit [www.watsonsmill.com](http://www.watsonsmill.com).

Help us preserve the past, while funding the future!



# Watson's Mill Inc. Donation Tracker Sheet

Event Name: \_\_\_\_\_

Fundraiser Host Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Please complete this form if **donors wish to receive a charitable tax receipt** from Watson's Mill Inc. All fields must be legible and complete to be eligible.

	Donor Full Name	Mailing Address (Including Postal Code)	Email Address	Donation Amount	Payment Method (Cash/Cheque)	Tax Receipt Requested? (Y/N)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

	Donor Full Name	Mailing Address (Including Postal Code)	Email Address	Donation Amount	Payment Method (Cash/Cheque)	Tax Receipt Requested? (Y/N)
11						
12						
13						
14						
15						
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17						
18						
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**Instructions for Fundraiser Host:**

- Please return this completed form with any funds raised within 30 days of your event.
- Donations should be submitted in-person or mailed to:  
 Watson's Mill Manotick Inc.  
 5525 Dickinson Street, Manotick, ON K4M 1A2  
 Email: info@watsonsmill.com | Phone: 613-692-6455
- Cheques should be made payable to **Watson's Mill Manotick Inc.**

