

JOY^{IN}action

Teammates in Action!

Welcome to Joy in Action 2023! We are so happy to have you participating! Your role as a teammate is a very important one. Thank you for taking the time to register and take action against human trafficking in Canada on behalf of the Joy Smith Foundation. For decades, our Founder, former MP Joy Smith, has been a passionate advocate against human trafficking. Today, the Joy Smith Foundation continues to work tirelessly to raise awareness and most importantly, rescue and support survivors as they rebuild their lives.

As a teammate, your goal is to raise awareness about human trafficking in Canada and fundraise on your own, or with the help of your team members. The programs created by the Joy Smith Foundation, provide education about human trafficking, intervention, and prevention - this is where the funds you raise will go. We are advocating Canada-wide on behalf of every girl, boy, and woman who has been trafficked or is at risk of becoming a victim. This package will guide you through how to get others involved, raise funds, and spread the word about Joy in Action 2023. We hope these tips are helpful to you.

Please reach out to info@joysmithfoundation.com or call us at (204) 691-2455, or Toll-Free: 1 (855) 614-2532, if you have any questions.

Thank you for joining Joy in Action 2023. Let's get started!

"I had a wonderful time participating in the fundraising event for The Joy Smith Foundation! I wanted to be a part of their Team to help combat human trafficking. It made me feel so good to know I was making a difference in the lives of survivors!"

Tressa Lemky



Where Do I Start? Register!

The first step a Teammate needs to take is to register! If you haven't already done so, consider doing it now.

- ★ Register online on the Joy in Action 2023 event page.
- ★ If you are joining a team, make sure you ask your team captain for the team name and password to be able to register under their team. If you are registering as an individual, skip this step!
- ★ Choose an activity to participate in. You have the option to:
 - 5k walk/run
 - 10k run/bike
 - 25k bike
 - 50k bike
 - Activity of choice – get creative and rollerblade, skateboard, or paddle in support of the Joy Smith Foundation
- ★ Fill out the rest of the registration questions including your personal information.

Joy in Action 2023 will offer both an in-person event and virtual opportunities.

There are a variety of options to choose from to participate. We suggest you talk with your teammates about which activities stand out to everyone. Everyone may not want to do the same activity and that's okay! You can still be a team, advocating and fundraising together, even if teammates participate in different activities and from different locations. If you registered as an individual, you can choose whichever activity you like!

Set Up Your Fundraising Page for Joy in Action 2023 in your Participant Centre

What is the **Participant Centre**? Your personal Participant Centre for Joy in Action is set up for you as soon as you register. Think of it as the place you go to manage anything you're doing for Joy in Action 2023.

Here you can send out emails for Joy in Action, thank your donors, adjust your fundraising goal, and enter offline (cash and cheque) donations. **Note: You will set up your username and password for your Participant Centre in the registration steps when you sign up for Joy in Action 2023.**

Try to set up your personal page in your Participant Centre right away! It's quick, simple, and a great tool to use to keep track of email communications, how much money you have raised, who has donated, and any offline donations you've collected.

Let's walk through the steps to set up your personal page:

1. Log in to your account for Joy in Action 2023 which you set up when you registered.
2. Click on Participant Centre.
3. Click on **Set up your Personal Page**.
4. Here you can edit the content on your page to display whatever message you would like about Joy in Action 2023. **Please note:** There will be a default message already displayed on your personal page that we have provided for you. **Feel free to borrow or add to this message** or delete and write a new message of your own.

What should you do next? Once your personal page is active, you can choose from a variety of options in your Participant Centre:

- Solicit friends and family members to donate
- View friends and family that have donated to your team
- Update your personal message
- Adjust your fundraising goal
- Enter offline donations (cash and cheque) your team has received in support of Joy in Action 2023

Reminder: Fundraising for Joy In Action 2023 will continue until September 20, 2023.

The last day to submit your donation chart and any outstanding cash/cheques is September 29, 2023. Thank you!

How do I Reach Out to Ask People to Participate or Donate?

Email

If you know someone you would like to invite to join your team, make sure you create a Team Captain email, and send it to them. Take some inspiration from our Team Member Outreach email template or our Fundraising/Donation email template to get you started on your email and show others this is a cause you believe in and is worth supporting. *A template is included in your Participant Center and on the Joy in Action website under Fundraising Tools!

In-person appeal

Sometimes it takes being in front of someone to really show your passion. Talk to people about human trafficking and how it's happening right here in Canada. Let them know why you are supporting Joy in Action 2023 and why it's so important to get people Canada-wide participating, donating and informed about human trafficking.

Phone Call

Pick up the phone and have a heart-to-heart with someone you would like to join your team or donate to your team. This is a great way to get more people involved. You might find it helpful to keep a list of key points about Joy in Action 2023 in front of you to reference during your call. We have some phone call notes for you to keep in mind about Joy in Action 2023 during your conversation with potential team members or donors. *Phone notes are included at the end of this package and on the Joy in Action website under Fundraising Tools!

Poster/Flyer

This can be a great tool to use while speaking to people about Joy in Action 2023. After you've talked to someone about participating or donating, hand them this flyer. It's a resource they can come back to later if they have any questions. *Phone notes are included at the end of this package and on the Joy in Action website under Fundraising Tools!

Where to post a poster?

Do you have a local community centre or grocery store? Post it on their community billboards or anywhere else you can think of! Leave a stack of them at your church or exercise class. Be sure to ask first, some organizations throw away unapproved signage.

Advocate!

Advocating against human trafficking in Canada and raising awareness about the Joy Smith Foundation and Joy in Action 2023 is so important as a team captain. The more people we can get involved to take action, the better! Here are some great ways you

can let people know what Joy in Action 2023 is, why you are participating this year, and appeal for donations.

Team and Donor Recruitment Ideas

Anyone you feel comfortable reaching out to can be a team member. A good place to start is to begin a list. Come back to it whenever a new person comes to mind. The first step is to simply ask, and it's wonderful to see how many people are willing to open their hearts to a great cause. The goal is to fundraise, have fun and advocate against human trafficking in Canada. People of all ages and interests can come together and make a big difference.

Close Reach

Sometimes it is easiest to build a solid base for your team with people that you are close to or spend a lot of time with. Family is a great place to begin. This could include your partner, kids, brothers, sisters, moms, dads, uncles, aunts, cousins, and your whole family! Friends, neighbours, and coworkers fall into this category as well!

Medium Reach - Think outside the box!

Do you attend any classes? Are you a part of a community? You could ask people in your church/your pastor, exercise class, people you know through your local community centre, classmates, mommy/daddy and me classes, your card pals, the sports team you're on, parent or school groups, your local golf course, your local fire hall, and/or local police precinct.

Do you regularly support local businesses? Ask the family-owned food market down the street, bakery, florist, coffee shop, or family restaurant if they will join your team or post information about the event.

Far Reach

A big way many people are staying in touch and up to date with each other is through social media. Team members don't have to live in the same town, city, or even province! Ask the people you connect with on social media, to join your team, participate or donate! Maybe you know someone that you think would make a great team captain and would want to form their own team for Joy in Action 2023 in another town or city.

How Do I Handle Donations Made to My Team?

The first step in fundraising is to simply ask. You would be surprised at how many people are willing to support a good cause. You won't know until you try!

Online donations are the fastest and easiest way to donate

Once someone has agreed to give money to your team, there are a variety of ways to collect their donation. Let's go over them!

Online Debit/Credit Card: Simple, quick, direct. This is an easy and effective way to take donations for your team. Send donors a direct link to your personal page, or they can easily search your name or team name on the Joy in Action 2023 website under Search Participants.

Pre-Addressed and Stamped Joy in Action Envelopes Will be Provided to Team Captains and everyone registered as an individual. We will send you **addressed, pre-stamped envelopes** so you can efficiently send us your hard-earned fundraising efforts at the end of every month leading to Joy in Action 2023!

This will help us track cheque and cash donations, to keep us up to date and verify fund-raised amounts, as well as promptly send tax receipts to anyone who has donated over \$20 by cheque or cash.

Please plan to mail in any cheque or cash donations you have received for Joy in Action 2023 at the end of each month. *You will need to log your cash and cheque donations in your Participant Centre to count towards your fundraising goal.

Are you a team captain living in Winnipeg, MB?

Feel free to drop off your monthly envelope with your donation chart and any cash/cheque donations received at our office located at 1800-201 Portage Avenue!

Logging offline donations & your JIA 2023 Donation Chart

Why is it so important to log your offline (cash and cheque) donations?

It will help you and us stay organized and is the only way to have them count towards your fundraising goal on your personal page!

Simply log into your Joy in Action participant centre, and scroll down until you see a box on the left side of the page that says **Personal Donations**. Then, click the blue **Add** button. Here, enter the donors' name, email, donation amount, and payment type.

It's that simple! The Joy in Action 2023 Donation Chart is an additional resource that is important to use because here you can record the donors' mailing addresses along with the rest of their information on paper. **Remember, we need the donors' mailing addresses to issue them a receipt!**

*The Donation Chart is located on the Joy in Action website under **Fundraising Tools!**

Accepting cheques: Donors may feel more comfortable providing a cheque to contribute to your team. It's important to let them know how to fill out their cheque.

- Make cheques out to **The Joy Smith Foundation Inc.**
- In the memo line on the cheque, put Joy in Action 2023 with the name of your team. **For example Joy in Action 2023 – Team Jump for Joy**
- Log your cheque donations in your **participant centre under the Personal Donations section.** Fill in the donors' name/address/email and the donation amount written on their cheque. Use your donation chart to write down the donors' information as an extra resource!
- After you've logged your collection of offline donations, put the cheque donations into one of the envelopes we've provided to be mailed to the Joy Smith Foundation office at the end of each month.

Accepting cash: If a donor would like to give you cash, the handling process is similar to that of a cheque donation.

- Pull out your Joy in Action 2023 Donation Chart and put down the donor's name/address/email and the amount of cash donated. This is how you will keep track of your cash donations.
- Log your cash donations in your participant centre under the Personal Donations section. Fill in the donors' name/address/email and the donation amount written on their cheque. Use your donation chart to write down the donors' information and their mailing address!
- After you've logged your collection of offline donations, put the donations into one of the envelopes we've provided to be mailed to the Joy Smith Foundation office at the end of each month. **Please do not send cash in the mail. If needed, you can get a money order or cashier's cheque for your cash donations.**

Tax Receipts

Did you know that all donations of **\$20 or more**, receive a tax receipt from the Joy Smith Foundation? Remember to make sure you have the donors' mailing addresses, so we can send them a receipt!

Social Media

Be a part of the Joy in Action 2023 online community! Social media is a great platform to share about Joy in Action and expand your team recruitment and donor search.

Do you have a friend, loved one, or acquaintance on social media that you think would be perfect as a teammate, team captain or donor? Post about Joy in Action 2023 - what it is, why you are involved, and why spreading awareness about Human Trafficking in Canada is so important. Ask people to donate. Please make your messages your own. Wondering what to post? Below are some examples to help with your posts on your social media accounts.

Instagram

Post, like and share about Joy in Action 2023 on your Instagram account and use **#JIA2023** and **@joysmithfoundation**.

Suggested wording: This August, I will be supporting #JIA2023 to help combat human trafficking in Canada. Will you join or support me?

Facebook

Post, like or share about Joy In Action 2023 on Facebook.

Joy in Action 2022 will have its own private Facebook group that anyone registered will be able to join. In this group, you will have access to support from the Joy in Action team and connect with other Team Captains and participants across Canada. Connecting with others who believe in supporting this great cause could help increase your motivation to get people involved, advocate and fundraise.

Please note: to join the group, people will need to have registered for the event on the Joy in Action 2023 website, know their team name, and verify the email address they used to register for the event.

Suggested wording:

This August, I will be supporting Joy in Action 2023 to help combat human trafficking in Canada. Will you join or support me?

Twitter

Tweet and retweet about Joy in Action 2023 using **#JIA2023**! Ask for donations and advocate to end human trafficking in Canada.

Suggested wording:

I will be supporting **#JIA2023** to help combat #humantrafficking in Canada. Will you join/support me? Retweet to share the word and check out www.joysmithfoundation.com for more information.

Thank you!

Thank you for sharing your valuable time and energy to support Joy in Action 2023.

We are so thankful to you for registering and making the decision to lead others to advocate and fundraise to move toward ending human trafficking in Canada.

We know when people come together, and work toward the same goal, that's when change happens. We need to change the reality of women, girls, and boys being trafficked in our country.

Your effort helps this change happen.

Together, we will educate more people about human trafficking and inevitably save more lives. It takes a special person to selflessly give for the good of others and we thank you from the bottom of our hearts for it.

Sincerely,

The Joy Smith Foundation Team