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| POLICY: Third Party Fundraisers | NUMBER: 4.02 | PAGE: Page 1 of 2 |
| CATEGORY: General | | |
| APPROVED: November 9, 2020 | REVISED/REAFFIRMED: | SUBJECT TO REVIEW: November 2023 |

SUBJECT:

How to host an event in support of a fund held at the Winkler Community Foundation.

PREAMBLE:

We appreciate and understand the complexities involved in running events and want to help ensure success.

To ensure our status as a charitable organization with the Canadian Revenue Agency (CRA), it is imperative that we handle all matters around receipting in an appropriate, timely, efficient, and legal manner.

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1. The Winkler Community Foundation must be notified in advance of all fundraising events.
 2. Financial gifts of \$20 or more are eligible for an income tax receipt issued by the Winkler Community Foundation.
 3. The Foundation must follow current Canada Revenue Agency (CRA) rules when issuing receipts. Tax receipts can be issued for gifts made that meet the **“intention to make a gift” threshold** according to CRA regulations. The group will be required to provide a full accounting of the event to verify the eligible tax receipt value.

The Winkler Community Foundation reserves the right to withhold issuing tax receipts to ensure all CRA requirements are met. [See www.canada.ca – issuing receipts for fundraising events]

4. Proceeds from an event need to be submitted to the Winkler Community Foundation for receipting within 30 days of event is recommended to ensure proper stewardship of donors and *within the current calendar year* of the event taking place in to ensure tax receipts will be issued for the current year. Complete information should be included with the gift(s):
 - Donor’s complete name and address
 - Date and amount of the contribution
 - Description of the donation (e.g. cash, cheque)
5. Sponsorships are not tax deductible. A sponsor usually receives some advertising, marketing, or promotional value for its sponsorship, and therefore cannot receive a tax receipt.



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6. **The Winkler Community Foundation** is not responsible for individual event or fundraising expenses, nor are we able to offer funding or reimbursement for event expenses. Also, tax receipts cannot be issued for the costs of a donated service. This includes but is not limited to special services that necessitate hiring someone/thing for an event (e.g. tent set-up, website, entertainment, etc.).
7. The Winkler Community Foundation does not issue or apply for special permits – they are the responsibility of the fundraiser. The Winkler Community Foundation does not endorse/support and cannot accept proceeds from events that are not able to be licensed. For example: gaming events such as a Texas Hold'em Poker, etc.
8. Use of Foundation logo and name. The Winkler Community Foundation Executive Director is available to work with you to approve the use in advance of production of any materials, and to ensure all standards for usage are achieved. The Winkler Community Foundation also reserves the right to withdraw the use of its name and/or to decline an event's proceeds.
9. The Winkler Community Foundation will incur no costs on behalf of a third-party organizer. All event staffing, expenses and organization will be the responsibility of the organizers, not The Winkler Community Foundation.
10. The fundraising event must be consistent with The Winkler Community Foundation reputation and mission and the Foundation reserves the right not to participate.
11. All fundraising materials should make clear, where applicable, that the funds are being raised on behalf of / in support of a fund held at The Winkler Community foundation rather than by The Winkler Community Foundation.
12. Third Party requirements involving licenses and fees must conform to applicable government regulations at all levels.
13. All events – associated activities must be in compliance with the Winkler Community Foundation's Privacy Policy. The Winkler Community Foundation respects all of its supporter's privacy. We do not rent, share or sell any of our donor information to anyone.
14. The Winkler Community Foundation is not in any way liable or responsible for any injury, loss or damages which may occur as a result of the event.