



Medicine Hat Women's Shelter Society (MHWSS) Third Party Fundraising Application and Guidelines

Thank you for your interest in hosting an event to benefit the MHWSS! The Medicine Hat Women's Shelter Society supports families and individuals who are experiencing family violence by providing them with safe shelter, education and access to community resources. By choosing us as the beneficiary for your fundraising event, you are helping us move forward in that mission. Please make sure that you read, complete and return this contract as soon as possible.

Please Complete:

1. Organization/Group/Individual Name: _____

2. Event Coordinator Contact Information:

Name: _____

Phone No.: _____

Email: _____

3. Event Details:

Description of Event and fundraising components: _____

Date and Time of Event: _____

Location: _____

How will funds be raised at this event? _____

How do you plan to promote the event? _____

What is your fundraising goal for the event? _____

4. Which of the following items can the MHWSS provide to help make your event a success?

- Event planning advice
- Provide electronic copy of MHWSS logo in _____ format (ie. jpg, eps, gif, etc)
- Brochures and other marketing materials
- Social Media Promotion
- Cash Donation Boxes
- Tax receipts (for eligible donations)

- Providing volunteer support and assistance (when available)
- Attendance of a MHWSS representative (when available)

Please note that the MHWSS cannot provide mailing lists, funding or reimbursement for expenses, application for gaming or liquor licenses, prizes, auction items or tax receipts for ineligible donations. The MHWSS cannot guarantee that volunteer assistance or attendance from an MHWSS representative will be available, but if so MHWSS representatives should be able to attend without any cost.

5. Terms and Conditions

- I agree that the MHWSS name and logo are important symbols which should not be misrepresented in the community and should only be used legally and ethically. Prior to publicizing or holding the event the MHWSS must approve the use of their name and logo.
- The third party is responsible for communicating to sponsors, participants and the general public that the MHWSS is not conducting the event, but is to benefit from the event.
- The MHWSS assumes no legal responsibility or financial liability associated with this event, and the third party event organizer is responsible for obtaining all permits, insurance and licenses associated with the event. The MHWSS will not absorb any costs associated with a Third Party fundraising event.
- The MHWSS cannot be held liable for any risk or injury, or other damages in conjunction with this event.
- The MHWSS is a registered charity; therefore, all donors may receive a tax receipt which will be issued in accordance to Canada Revenue Agency guidelines. Please ensure that proceeds of the event and individual donor details such as name, mailing or email address and donation amount are forwarded to the MHWSS within 2 weeks of the fundraising event.
- The MHWSS reserves the right at any time to withdraw its support of the event and the use of the MHWSS name and logo should the event undermine the MHWSS mission, values and established policies.

By signing below, I verify that all the information I have provided above is accurate and I agree to the Terms and Conditions.

Name: _____

Date: _____

Signature: _____

Please submit the completed Third Party Agreement form with any attachments to:

By Email: bridgitd@mhwss.ca or info@mhwss.ca

By Fax: 403.526.0209 Attn: Community Relations

By Mail: Medicine Hat Women’s Shelter Society, PO BOX 2500, Medicine Hat, AB, T1A 8G8

For questions or further inquiries, please contact the Community Relations Coordinator at bridgitd@mhwss.ca or by phone at 403.527.8223.

Thank you for helping us work towards ending family violence!

Tax Receipting & Events



Ask yourself, is receiving a tax receipt important to the people participating in my event?

If the answer is NO, you will be saving yourself and the MHWSS many hours of work by deciding not to offer them. We would be pleased to provide a thank you letter confirming any gift rather than issuing a tax receipt.

If the answer is YES, then be sure to review the following information about tax receipts and discuss your plan with the MHWSS Community Relations Coordinator.

It is very important that you understand the rules about tax receipts BEFORE you plan your event. The requirements for receipting are extensive and time consuming. You may decide, in the end, that if only a small tax receipt can be issued, it may be better not to offer them at all.

It is your responsibility to communicate decisions surrounding tax receipting to the participants of the event, so please be sure that you have discussed your situation in detail with the MHWSS and that you are clear about what you can and cannot offer.

Gifts that ARE Receiptable

- **Direct cash, cheque and credit card donations of \$10 and over**

MHWSS will issue a charitable tax receipt to those individuals or organizations who make a donation of \$10 or more, provided the donor does not receive any product or value from the donation (ex. Prizes, dinner, promotion). The donor's full name, and complete mailing address (or email address) must be included in order for MHWSS to issue an official tax receipt.

- **In-kind gifts of a physical object accompanied by documentation** which officially indicates fair market value (ie. A store receipt or invoice). Gift certificates issued directly by a company are not eligible for a tax receipt. Individuals purchasing a gift certificate to donate are eligible provided the gift card is accompanied by proof of purchase or a "load receipt".

Gifts that are NOT receiptable



- **Purchases of goods or services from auctions, raffles or draws**

This applies to the purchases of a ticket for an event, as well as purchaser of a ticket for a prize. Since the individuals would be receiving a benefit of value from the event or prize, they would not qualify for a charitable tax receipt. The MHWSS does not offer split receipting for third party events.

- **Donations of business or personal services**

This includes entertainment for an event, venue rentals, advertising and printing services. These are not direct transfers of property and are therefore not eligible for receipt under CRA regulations.

- **Event sponsorship**

Anyone who receives some form of recognition or promotional value at the event, or on event materials, do not qualify for a tax receipt. In most cases businesses can claim their contributions as business expenses as there is a greater tax advantage.

- **Coordinating a fundraiser**

It is the CRA's view that where a coordinator of a fundraiser collects funds from the general public and pays the funds collected to a registered charity, the coordinator is not the person entitled to a charitable donation receipt. The coordinator is acting as an "agent" for the people who are donating and was collected on the understanding it would be given to the charity. The donors are eligible for a charitable tax receipt within the guidelines of charitable tax receipting rules applicable to events.

If you have any questions regarding the tax receipting guidelines, please contact:

Bridgit Dufort
Community Relations Coordinator
bridgitd@mhwss.ca
(403)527-8223