



Community Event – Agreement

Beth Donovan Hospice
1107 French Settlement Road
Kemtpville, ON K0G 1J0

Email: info@bethdonovanhospice.ca

Event Name:

Date:

Time:

Address Location of Event:

Sponsor of Event:

Contact Person:

Title:

Address:

City:

Postal Code:

Phone #:

How do you propose to raise funds for Beth Donovan Hospice (i.e. ticket sales, pledge sheets/donations, door/entrance fee, raffles, auction, etc.?)

Please give complete details.

What is the projected \$ amount that you hope to raise from this event?

What % of funds raised will be donated to the Hospice after all expenses are paid:

Name other charities, if any, that will benefit from this event and how the funds will be split (%)

Do you require the Beth Donovan Logo? (use of logo required BDH approval before release)

We understand that The Beth Donovan Hospice has not agreed to cover any expenses, costs or losses in relation to this event except as specified above and that risk of the event not being financially successful cannot be assumed by Beth Donovan Hospice. We understand that proceeds from our event should be sent within 30-60 days of its completion. BDH will conduct monthly follow up with the organizer to collect proceeds in a timely manner. Tax receipts requested cannot be issued unless proceeds have been received by BDH.

Date: _____ Signature: _____
(Event Organizer)

Approved By: _____ Date: _____
Fundraising Chair or Executive Director

Website: www.bethdonovanhospice.ca 613-258-9611 ext 0.

Registered Charity Number: 896678661RR0001

Important CRA Tax Information Third Party Fundraising

Beth Donovan Hospice is restricted to Canada Revenue Agency (CRA) guidelines in its ability to issue tax receipts. Fundraisers organized by third parties are also obligated to function within these rules. Failure to comply with CRA Guidelines can put the charitable status of Beth Donovan Hospice in jeopardy.

It is imperative for third party organizers to understand that tax receipts can only be issued based on actual funds received by the Hospice, after expenses have been netted out. Tax receipts cannot exceed the funds received under any circumstances.

Beth Donovan Hospice will not receipt individual donated amounts of less than \$10 unless specifically requested to do so by the donor.

Once the event is complete, the third-party organizer is responsible for providing a list of the tax receipt requests to the Hospice. In order to issue receipts, all pertinent information, I.e. Address (including postal code), name, etc. must be included. It is also the third-party organizer's responsibility to advise donors that tax receipts will be issued only on net proceeds following an assessment of the completed event expenses.

CRA Tax Receipt Policy Highlights

As per CRA, the foundation can issue tax receipts based solely on eligibility.

1. Cheques/Cash Contributions

Cash or cheque contributions may be eligible for a tax receipt for the entire amount or a portion thereof. If a tax receipt is applicable and is required, the official tax receipt will be issued by the foundation.

2. Events with Entry Fee

CRA does not consider payment for an entry fee in itself a donation and therefore a tax receipt cannot be issued. When there is a portion that the organizer intends to donate to the charity, all expenses must be excluded first. The remaining balance (or net proceeds) can be split amongst the donors and a tax receipt provided for this balance.

3. Sponsorship

A company who wants to sponsor a charity event in exchange for advertising through the fundraising process is not entitled to receive an official donation receipt. The company receives the advantage of the advertising from the event.

Please note: The above contains information designed to provide general guidance and should not be relied up as a substitute for the information published by CRA. For the most up to date information, please refer to www.cra-arc.gc.ca

Sponsors: As the organizer of the 3rd party event you agree to disclose all potential sponsor for the event prior to approaching said sponsors to avoid any potential conflict of existing BDH sponsors. BDH reserves the right to veto sponsors for the 3rd party event if they are already a sponsor of BDH.

Alternatively you can contact the Beth Donovan Office at 613-258-9611.