

GUIDELINES FOR THIRD-PARTY FUNDRAISING EVENTS

Change for Children Association

CFCA is pleased to have the support of individuals and community organizations who want to hold fundraising events for Change for Children. The following guidelines are intended to clarify and support you in your efforts. In addition to following these guidelines, please speak with CFCA before holding any major event or fundraising campaign and be sure to submit a signed Letter of Understanding. For smaller events, some of these items may not apply. Thank you for your initiative and support!

Communications

It is important to make it clear in all your material which promotes your event that you have chosen to donate the funds raised at your event to Change for Children (name a particular project if applicable). In other words, CFCA is simply the beneficiary of your efforts. For example "All proceeds raised will be donated to Change for Children".

While we are tremendously grateful for fundraising support, in fact it is critical to our success, legal considerations prevent us from having you represented (in programs, posters or invitations) as "agents" or "representatives" or "co-sponsors" of Change for Children. Also, we ask that you send us any promotional material that mentions Change for Children by name before printing or distribution. Use of the Change for Children logo also requires our consent. If you do not intend to mention Change for Children or provide tax receipts for your event, you do not need to send materials in for review.

Unfortunately, Change for Children's limited capacity prevents us from having representatives at every event. If you or the organizers of your event are able to speak about Change for Children, we encourage you to share the information from our website – but please make sure that your guests understand that you are not speaking in an official capacity for Change for Children. Also, see *CFCA Descriptions* that follow.

Issuing Tax Receipts

There are very strict rules regarding the issuance of Charitable Tax Receipts and Change for Children's charitable status could be lost if these rules are not followed implicitly. Also, donors have rights and expectations regarding their donations and tax receipts and thus it is essential that we work together to ensure that donations raised are processed correctly and in accordance with Canada Customs and Revenue Agency (CCRA) regulations.

Please remember that Change for Children has a very small and busy staff and that only with your full cooperation and shared responsibility are we able to support so many worthwhile projects and partnerships.

Here are some basics:

- 1) In order for a tax receipt to be issued, CFCA must be provided with the donor's name, address including postal code, and phone number. We can provide donor cards for your event to make it easier or you can download them from the website under Fundraising events – Hold your own Event
- 2) Tax Receipts can only be issued for donations in which nothing was given in return (service, product or promotion ie sponsorship). Also note that charitable tax receipts must only be issued to the person who made the donation (and the person who is on their cheque or who signed the donor card with a cash donation) – please refer to our donation FAQ's on our website, or talk to us directly about any questions regarding tax receipts.
- 3) Before submitting your donations raised, please have two people from your organization sign off on the total and ensure that the individual donations you bring in add up to the totals in a spreadsheet.

If possible, submit a money order or organizational cheque for the total raised and provide CFCA with a breakdown of the donors (in your spreadsheet) and we will issue tax receipts.

- 4) If possible, please avoid submitting donations in cash. Cheque or money order is the preferred method for submitting donations. When submitting cash donations, a CFCA donor card must be filled out and included.
- 5) CFCA will issue tax receipts to donors within 6 weeks of CFCA receiving their donation. Please inform your donors of this timeline and take into account the period of time that you will hold their donations prior to submitting them to CFCA in the total processing time they should expect before receiving their tax receipt.
- 6) CFCA's deducts 12% from all donations for administrative costs. This fee applies to all donations to cover the costs of legal filing, reporting, processing etc. The amount of administrative work required to process donations and receipts is considerable and your cooperation and patience with this administration process is appreciated.

Ticketing and Events

- 7) Please advise CFCA well in advance of any events you are organizing and refer to the Communications section above. This gives us the opportunity to promote the event if possible and to ensure smooth organization of tax receipting if necessary.
- 8) If you are holding a fundraising dinner (or similar event) tax receipts can be issued for the cost of the ticket minus the market cost of the meal provided. For instance if you are charging \$100 a ticket and the restaurant is charging you \$25 a meal, your guests can receive a tax receipt for \$75. Please provide CFCA with evidence of the market price of your dinner (ie. an invoice from the restaurant).
- 9) If you want to provide tax receipts for ticketed events, the purchaser's information should be collected on the ticket stubs (ie. name, address including postal code, email, phone number) in order to issue a tax receipt. Please use a pale colour for tickets so that stubs can easily be photocopied.
- 10) Please submit ticket stubs along with a spreadsheet (CFCA will provide a template) detailing tickets sold and donor information. CFCA will provide donors with tax receipts as detailed above.

Again, thank you for actively participating in Change for Children's work by holding a fundraising event. Please do not hesitate to call with questions or for support!

Descriptions of Change for Children Association (CFCA) **(short, medium, long and point form versions)**

*Logo available at request from CFCA staff. Please do not alter our logo in any way.

Very Short Description (visions statement and slogan):

Change for Children Association
Human dignity, healthy communities, global justice.
Contribute to Solutions. www.changeforchildren.org

Short Description:

Change for Children partners with communities in developing countries that are struggling against poverty and injustice to improve access to basic human needs, healthcare and education.

Contribute to solutions. www.changeforchildren.org

Medium Description:

Change for Children Association (CFCA) is an Edmonton-based organization that works in Latin America and Africa to achieve sustainable community development. CFCA global projects are defined by local partners and are committed to gender equality, environmental justice and supporting indigenous perspectives. In Canada, CFCA's education program involves Canadians with the projects and issues of most pressing concern for our international partners.

Longer Description:

Change for Children's Purpose

- to identify in cooperation with the indigenous people of other countries the root causes of their poverty and to assist them in finding long-term solutions;
- to support projects in various parts of the developing world which lead to self-sufficiency and a more just distribution of the world's resources;
- to maximize the effectiveness of each donated dollar by applying to government agencies for matching grants and by ensuring appropriate administration of funds; and
- to educate Canadians about the developing world to bring about an awareness of our global interdependence and solicit support for greater justice and equity.

Change for Children's Commitment

Equality: CFCA projects are based on partnership and mutual exchange of ideas. We do not have offices or employees in the South

Self Determination: CFCA development projects, their cost and priority are determined by our southern partners according to current needs of their communities

Local ownership: CFCA development projects increase the capacity of local people and local community based organizations and to have local control in poverty reduction

Responsibility: Educating Canadians about the challenges that people in the developing world face is an integral part of the work we do. We aim to strengthen North-South, North-North and South-South relationships

Future: CFCA fosters long-term partnerships with organizations that are working for positive, sustainable social and economic change. We are committed to understand what our role is- as Canadians and Albertans -in the struggle to alleviate global poverty and ensure a future for next generations

To find out about both International projects and Global Education, please visit www.changeforchildren.org.

Contact Information:

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