



## Guidelines for Third-Party Fundraisers & Other “Charity of Choice” Activities

Thank you for your interest in supporting Red Roof Retreat by hosting a third party event. By choosing Red Roof Retreat as your “Charity of Choice”, you will be providing support to our respite programs and many other areas that provide help to our families and special needs clients. In order to assist you with the planning and execution of a successful event, we ask that you read the following Guidelines and fill out the “Host an Event for Us” Form on our website. Thank you.

### **Guidelines**

Thank you for choosing Red Roof Retreat as a recipient of your fundraising event. Community support is the key to our success and we recognize the efforts it takes to organize and hold an event on our behalf.

While “Charity of Choice” partners take full responsibility for any events that they host on our behalf, we promise to do our best to promote, support and attend such events.

The “Charity of Choice” partner must agree to carry out the fundraising event under the following conditions:

1. All events require completion and approval of a **“Host an Event for Us” Form**, which can be found on our website. Our Special Events Coordinator will follow up with you to discuss your event and ways we can help promote your efforts. Please ensure you have approval before including Red Roof Retreat’s name and logo on promotional materials for your event.
2. Red Roof Retreat must assume no legal or financial liability associated with the event.
3. The “Charity of Choice” partner must obtain all necessary permits, insurances, licenses, and other approvals prior to their event. If hosting a 50/50, lottery or raffle please contact our Special Events Coordinator with the details so they can apply for a lottery license for your event. Please provide a minimum of two weeks’ notice to allow for the application process.
4. Use of the Red Roof Retreat logo will be supplied to the “Charity of Choice” partner after approval of event. We encourage you to provide Red Roof Retreat with all promotional materials for review prior to publication to ensure that logos and other images as it relates to Red Roof Retreat are being used in a way that best meets needs.
5. When filling out the “Host an Event for Us” form please indicate the terms of the donation that Red Roof Retreat can expect from the event please also ensure that these terms are transparent on all marketing and publications to allow participants the opportunity to clearly understand what will benefit Red Roof Retreat.
6. Red Roof Retreat will provide a support letter that validates the authenticity of the event/organizer, from date of issue until the event is complete.
7. Red Roof Retreat is not responsible for any injury or damage to person or property that may occur during the event.
8. If the event is cancelled or changed, please notify Red Roof Retreat as early as possible.

9. The “Charity of Choice” partner must abide by and observe all applicable laws, rules, regulations and ordinances of government authorities.
10. Proceeds from the event should be paid to Red Roof Retreat within **30 days** of the event. A cheque presentation can be arranged.
11. Red Roof Retreat respects donor and client privacy. Unfortunately, we cannot provide information to third parties.
12. Please make sure to include the names of any businesses or organizations you are planning to contact for support. This ensures that we are not duplicating requests.
13. The “Charity of Choice” partner will respect and be responsible when using Red Roof Retreat’s name in public.
14. If you are soliciting financial donations on behalf of Red Roof Retreat, please keep in mind that a donation is considered tax deductible only if it is made out directly to Red Roof Retreat. Red Roof Retreat will issue all official tax receipts (which follows under CRA guidelines)\*\*
15. Support and participation by Red Roof Retreat staff and/or volunteers is voluntary and limited to available resources.
16. Red Roof Retreat is unable to provide financial assistance to events.
17. Red Roof Retreat may withdraw the right to use its name and cancel the agreement with 24 hours’ notice if it has serious concerns about the event. Red Roof Retreat will not be responsible for financial or other damages that may result from this cancellation.

### **\*\*Tax Receipt Guidelines**

For further clarification on what can be receipted, you can speak with a Red Roof Retreat representative. It is your responsibility to communicate with donors regarding tax receipts. Red Roof Retreat will only issue receipts for the amount of the actual donation received by our agency. Tax receipts cannot be issued for funds used to cover the costs of the event or other administrative expenses incurred by the organizer.

### **Tax Receipts will not be issued:**

- For the purchase of admission tickets, green fees or auction items.
- For in-kind goods donated to an event.
- For donated services such as hiring an entertainer or auctioneer for an event.
- For sponsorship, as advertising or promotion (a tangible benefit) is being received in return for the payment.
- Gift certificates donated by the issuer of the certificate.

**Please note:** Sponsors and other corporate contributors may be provided with a business gift letter as proof of contribution.