



# MY SISTER'S PLACE

## COMMUNITY EVENTS/ THIRD-PARTY EVENTS POLICY

Community events (also called third-party events) are fundraisers created and managed by businesses, organizations or individual volunteers. These fundraisers demonstrate that our community has a strong belief in the services and programs offered by MSP. Community events can be as simple as a bake sale or as intricate as a fundraising dinner.

### **My Sister's Place role:**

- We are available to offer advice and expertise on planning your event.
- We may be able to provide staff or volunteers to attend your event or cheque presentation.
- We will provide a letter of support to validate the authenticity of your event, if requested.
- We request the opportunity to approve the use of our name and/or logo.

All event proceeds must be submitted to:

Name: Cindy Curry

Title: Fundraising Coordinator

Contact Information: fundraiser@mysistersplace.ca

### **What My Sister's Place cannot do:**

- Share our mailing lists.
- Offer funds for event expenses.
- Issue gift-in-kind receipts, charitable tax receipts or business acknowledgement letters to sponsors or suppliers.
- Guarantee staff or volunteers at your event.

## **Marketing**

- My Sister's Place will provide a letter of support to validate the authenticity of your event if requested.
- My Sister's Place requests the opportunity to approve the use of our name and/or logo on advertising materials, print and electronic.
- My Sister's Place must always be advertised as the beneficiary of proceeds and not as the presenter, host or sponsor of the event.

## **Tax Receipting**

- My Sister's Place can issue tax receipts for donations in accordance with Canada Revenue Agency guidelines. Charitable tax receipts will be issued to individual donors and business acknowledgement letters will be issued to organizations/corporations.
- Documentation to support tax receipting for donations must be provided within 30 days of the event.
- Tax receipts will be issued by My Sister's Place within 30 days of the receipt of all documentation from the event.
- In order to issue receipts, all donor and revenue information must be received by December 31 of the current calendar year.
- Sale of raffle tickets, admission tickets, green fees, auction items and other goods that provide a benefit to donors are not eligible for a tax receipt.
- My Sister's Place cannot issue receipts for in-kind or service donations for community events, ticket sales, auction items or event sponsorship.

## **Privacy**

- My Sister's Place is committed to adhering to the requirements of the Federal privacy legislation (PIPEDA) and expects that these requirements be adhered to by the community event organizers and associated volunteers.
- All information obtained and used by My Sister's Place will be treated with the utmost confidentiality and security.

## **Liability**

- My Sister's Place assumes no legal or financial liability associated with the community event. My Sister's Place representatives reserve the right to attend an event to ensure the agreed upon practices are followed.

I have read and understand the following Community Events Guidelines:

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Print Name

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Signature

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Date