



Making Play Possible Third-Party Fundraising Policy

Thank you for your interest in supporting Making Play Possible!

Making Play Possible is thrilled when partners approach us wanting to support our organization with a third party fundraising event! We are grateful to the partners who support us and make recreation possible for children and youth in our community. Thank you!

As a registered charitable organization and a program under Children's Mental Health of Leeds-Grenville, we have several guidelines to which our organization must adhere when we do fundraising.

Because we work with children and youth, we have to ensure that all materials associated with our organization respect the relationship we have with families in our community, and ensure consistent and accurate representation of our activities as an organization.

If you are interested in planning a third-party fundraising event on behalf of Making Play Possible, please adhere to the following guidelines:

Communication Materials and Event Representation:

- All event communications and activities must be consistent with the values of Making Play Possible and Children's Mental Health of Leeds & Grenville, maintain a positive presentation, and create benefit for Making Play Possible. If you are unsure about an activity or publication, please ask!
- We ask that you please send us your promotional material(s) in advance of publication if they use the Making Play Possible logo, name or brand for our review. We retain the right of final approval on all materials bearing our brand or name.
- Your communication materials must reflect that Making Play Possible is only benefitting from your event (not managing it). Making Play Possible cannot be, or appear to be, in partnership with your organization, involved in the organizing, or collaborating with the organizers or their sponsors.

The best way to reflect this is to use the following wording, or something comparable:

[YOUR EVENT NAME] in support of Making Play Possible

All proceeds raised at [YOUR EVENT NAME] will be donated to Making Play Possible

- We may not be able to have someone attend your event (it will entirely depend on whether our Committee and/or staff has some availability at that time). If you, or the organizers of your event, are comfortable speaking about Making Play Possible, we encourage you to share the

information found on our website. Please ensure that your guests understand you are not speaking in an official capacity for the organization. Please ask if you need help!

- We may wish to share your story or event information through our website, e-communications, social media, newsletter, or other promotional materials. If you have any concerns, please contact us before the event to discuss.
- If you are asking for sponsorships for your event, please ensure that the individuals from whom you request sponsorship understand that it is a third-party event that you are organizing.

Privacy

- In order to protect their privacy, we do not share photographs or information about families receiving support from our program. If you are aware of a family who benefits from Making Play Possible's support, please ensure you have their proper and adequate consent before disclosing any details of their involvement in Making Play Possible programs at your event or in associated materials.

Tax Receipts

- We cannot provide tax receipts for sponsors or attendees of a third-party event unless the donation/sponsorship comes directly to Making Play Possible and the individual/organization is not receiving personal return for the donation (i.e. we cannot give tax receipts for purchasing a ticket to an event, buying an auction item, or raffle ticket, etc.).
- If sponsors wish to receive a tax receipt, they can make a direct donation (e.g. via cheque) to Making Play Possible that includes their name, telephone number, and mailing address.
- Most gifts in kind are not eligible for tax receipts. If you have any questions, please contact our main office at 613-498-4844.

Gaming (including Raffles, 50/50 Sales and Licenses)

- Third party events involving licenses and fees must conform to government regulations (federal, provincial and municipal) including requirements by the licensing body on the distribution and use of funds. It is the sole responsibility of the third party event organizers to fill out and submit all such applications, and filing post event forms/reports, and pay fees associated with licencing.

Insurance

- Insurance is the responsibility of the event organizer. Making Play Possible/Children's Mental Health of Leeds-Grenville insurance cannot cover third party events.

Limitations and Liability Release

As the organizer of your fundraising event, you agree to indemnify and hold harmless Making Play Possible, the Making Play Possible Committee, Children's Mental Health of Leeds-Grenville and its Board of Directors and employees from any and all claims and liabilities in any way related to the event.

Making Play Possible reserves the right to:

- Respectfully decline donations from organizations or individuals who we feel contravene or undermine our values as an organization.
- Respectfully refuse involvement, and the use of our brand, in any event.
- Respectfully relinquish support of any third party event that does not abide by the policies, criteria, and guidelines set out in this agreement without any liability or obligation

Definition:

Third-party fundraising: Fundraising efforts conducted by someone who is not affiliated in any direct sense with the charity to which funds will be donated. For example: volunteer-driven initiatives (such as a concert, golf tournament, sponsoring a friend in an activity, hosting a meal, running a sale, etc.) where individuals run the event, collect the money, and pass the earnings freely to a charitable organization.

For more information, please see:

Canada Revenue Agency: Third Party Fundraisers

<http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cpc/cpc-026-eng.html>