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## **CMETRUST THIRD PARTY FUNDRAISING POLICY**

### **A. OVERVIEW**

Third party fundraising involves independent projects or events undertaken by an individual, affiliated group or organization (the “**Third Party**”), for the purposes of raising funds for, or on behalf of, CMETrust.

CMETrust will never loan, sell or trade its charitable registration number to a Third Party.

Any Third Party undertaking fundraising activities for the benefit of CMETrust shall agree to the terms of this Policy and the enclosed Third Party Fundraising Terms & Conditions.

### **B. THIRD PARTY FUNDRAISING PROPOSAL FORM & PROCESS:**

Any Third Party that wishes to undertake a project or event for the purpose of raising funds for, or on behalf of CMETrust, must complete and submit a ‘*Third Party Fundraising Event Proposal Form*’ for approval by CMETrust. The interested Third Party must review the ‘*Third Party Fundraising Terms & Conditions*’ form prior to completing and submitting their proposal.

*Third Party Fundraising Event Proposal Forms*, including the signed *Terms and Conditions* portion will be submitted to the relevant CMETrust Board Member, via e-mail, for review and approval prior to the event.

See ‘*CMETrust Third Party Fundraising Proposal Form*’.

### **C. RECEIPTING FOR THIRD PARTY FUNDRAISING:**

The Canada Revenue Agency has strict guidelines governing when and how charities can provide tax receipts. Issuing an inappropriate tax receipt can put CMETrust’s charitable status at risk. Therefore, it is important that all third party fundraisers check with CMETrust before promising tax receipt to donors, to

ensure CMETrust will be able to provide one. CMETrust will issue tax receipts in accordance with Canada Revenue Agency Guidelines.

Tax receipts **will** be issued in the following circumstances:

- Donations received by CMETrust, if the amount exceeds \$20 or more.
- Donations made in cash, through an online donation or by cheque payable directly to “Canada Mathare Education Trust” or ”CMETrust”
- Where donor information is submitted to CMETrust, including complete and legible contact information (full name and mailing address) and donation amount.
- Gift-in-kind donations (for example, for a silent auction) provided the event organizer can provide reasonable support of the current fair market value of the goods (such as a purchase receipt, invoice or appraisal).

NOTE: Tax receipts for online donations will be generated from Canada Helps, not CMETrust directly.

For each tax receipt requested, CMETrust requires the following information

- Name of Donor
- Full mailing address of Donor
- Donation date
- Donation amount

CMETrust **will not** issue a tax receipt for donations in the following circumstances:

- Purchased goods, raffle tickets, admission tickets, green fees, auction items, registration fees and other goods that provide a benefit to donors are not eligible for a tax receipt from CMETrust.
- Funds used to cover the costs of the event or other administrative expenses incurred by the event organizer.
- Event sponsors. If requested, the sponsors can receive a letter of acknowledgement for the value of their sponsorship, which they can use against their business expenses.
- Gifts of services (such as donations of time, labor or gift certificates).