

Fundraising Tips and Helpful Information

What type of fundraiser should I do?

Here are some examples:

- Running a race or doing a bike ride
- Requesting donations to CMETrust instead of gifts at your birthday, wedding, anniversary, or any other occasion
- Hosting a dinner, afternoon tea, clothes swap, barbeque, or some other event and asking guests to donate to attend
- Organizing a concert, silent auction, photo exhibit, comedy night, etc.
- Organizing candy grams, a bake sale, or some other event at your school
- Read a Kenyan book with your book club

Your fundraiser can be anything you want. Choose something that matches your skills and interests, and that your network would be interested in supporting or participating in.

How do I plan a fundraiser?

- Think about what you need: do you need to arrange food? Do you need to train for a race? Do you need to book a venue or a performer? Do you need some help from friends?
- Decide how you will collect money: tickets/donations at the door, online donations (speak to us about setting up a personal fundraising page), etc.
- Promote your fundraiser to your friends and family: send emails, create a Facebook event, text your friends, tell them in person, etc.
- Host your event. Don't forget to take some pictures!
- Thank everyone who attended and participated.

What about tax receipts?

There are specific rules about what type of contribution is eligible for a tax receipt.

- We can generally offer tax receipts for donations of \$20 or more. We need the donor's name and mailing address, the donation date, and the donation amount.
- We cannot offer tax receipts for purchased goods, funds used to cover event expenses, event sponsors, or gifts of services.
- If you are collecting donations (rather than selling tickets or goods), talk to us about setting up a personal fundraising page on Canada Helps. This way, your donors will automatically get tax receipts.

Please read our Third Party Fundraising Policy for more details, and ask us questions specific to your event.

Don't Forget...

- Make sure you're following any relevant municipal by-laws regarding putting up posters, use of public space, etc.
- Check if you need a liquor license, venue or event insurance, a raffle license, etc.
- You can contact us at any time if you need guidance or help with any part of your event!
- HAVE FUN!