



## Community Fundraising Guidelines

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Thank you for choosing to support Closer to Home!

Before you begin planning your fundraiser, please ensure you:

- 1) Read the Guidelines below.
- 2) Please complete the online Fundraising application.
- 3) Closer to Home will review your application for approval and be in touch within 3 business days.
- 4) Once approved, a letter of agreement will be forwarded. Then the fun begins!

If you have questions or would like to discuss your ideas, please contact a member of Closer to Home's Fund Development Team at (403) 543-0550, or by email at [giving@closerhome.com](mailto:giving@closerhome.com)

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1. To hold a third party fundraising event or activity, we ask that you complete a Community Fundraising Application for consideration. If approved, Closer to Home Community Services will provide a letter of agreement, which can be shown to potential donors, sponsors and volunteers.
2. Third parties that are fundraising on behalf of Closer to Home must adhere to Canada Revenue Agency's Fundraising by Registered Charities rules, regulations and guidelines (<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/fundraising-registered-charities-guidance.html>).
3. Third parties that are donating a portion of their net proceeds, rather than the full amount, must state the amount (percentage or dollar amount) on the Third Party Fundraising Application Form, as required by the Canada Revenue Agency. In addition, the third party should be prepared to provide access to an accounting of revenues and expenses.
4. The third party agrees to handle all monetary transactions for the event or activity and to present the proceeds to Closer to Home Community Services within 30 days of the event, or as agreed in writing to Closer to Home Community Services.
5. Closer to Home Community Services issues charitable tax receipts in accordance with Canada Revenue Agency guidelines. Please contact Closer to Home's Fund Development Department or contact Canada Revenue Agency directly for any questions [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca) or <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/issuing-receipts.html>.



6. Closer to Home encourages third party fundraising events that are consistent with its mission, vision and values and those that maintain Closer to Home's good image.
7. Third parties that would like to use the Closer to Home Community Services name and/or logo in promotional materials (electronic and print) must receive written approval from Closer to Home prior to production and distribution.
8. Third parties are responsible for providing applicable insurance coverage as necessary. Closer to Home Community Services must not be party to any liability coverage without prior knowledge and approval.
9. Third parties are responsible for obtaining appropriate licenses and permits for raffles, casinos and liquor. More information on licensing is available through the Alberta Gaming and Liquor Commission website: <https://aglc.ca/>
10. Third parties agree to underwrite all costs of the event or activity. Closer to Home Community Services shall not incur costs unless otherwise agreed in writing prior to the event or activity.
11. Closer to Home Community Services is not responsible for ticket sales or other administrative aspects of the third party's event or activity. The third party should have the ability to sell tickets, send invitations and publicize the event as needed.