

Document ID HR105	Title: Third-party Fundraisers	Print date: November 11, 2021
Revisions: 0.0	Prepared By: Hailie Jack	Date Prepared: November 11, 2021
Effective Date: November 11, 2021	Reviewed By:	Date Reviewed:
Approved By: Signature: <u>Board of Directors vote</u>		Date Approved: 19 April 2022

Title: The Brockville and Area Food Bank policy on third-party fundraisers.

Policy: Direction for fundraisers, community members, food bank managers and board members on procedure for third-party fundraisers.

Purpose: The Brockville and Area Food Bank is committed to providing clear guidelines in relation to the organization and promotion of third-party fundraisers.

Scope: To meet the expectations for third-party fundraisers set by the Board of Directors to enforce this policy.

Responsibilities: The management team is responsible for policy adherence.

Definitions: Third-party fundraiser - events voluntarily organized and led by independent individuals, groups, or organizations for the purposes of raising funds for, or on behalf of, The Brockville and Area Food Bank.

Reference: https://phacanada.ca/getattachment/About-Us/Accountability/Third-Party-Fundraising-Policy_EN-2019.pdf.aspx?lang=en-CA
<https://www.wigs4kids.org/3rdPartyFundraiserForm.pdf>

Attachments: N/A

Document ID HR105 - 1	Title: Third-party Fundraisers Procedure and Guidelines	Print date: November 11, 2021
Revisions: 0.0	Prepared By: Hailie Jack	Date Prepared: November 11, 2021
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Procedure:

1.0 Collaboration with the Food Bank:

1.2 If the third-party fundraiser chooses to reach out to the BAFB prior to their fundraiser event BAFB may opt to collaborate with the organizer, offering guidance and direction. This is not mandatory for the BAFB.

2.0 Conditions for hosting a Third-Party Fundraiser

2.1 Third-party fundraising events benefiting the BAFB are independent, and not associated with the BAFB in any way. Persons, groups, businesses, etc. may host a fundraiser at any time. BAFB does not approve, deny or endorse any third-party fundraisers.

3.0 Financial Guidelines

- 3.1 Third-party fundraising events must be financially self-sustaining without financial contribution from or risk for the BAFB.
- 3.2 All third-party fundraising event expenses remain the responsibility of the third-party event organizer.
- 3.3 Refunds or reimbursements will not be available after proceeds are donated to BAFB.
- 3.5 The third-party event organizer is responsible for all vendor agreements, contracts, insurance, and necessary permits related to the event.
- 3.6 BAFB will not assume any legal or financial liability for a third-party fundraising event.

4.0 Brand and Marketing Guidelines

4.1 BAFB will not be considered an organizer or sponsor of any third-party fundraising event

and should be acknowledged as a “beneficiary” on all event materials.

4.2 The BAFB logo is not necessarily approved for use in third-party fundraisers. Fundraisers who reproduce the logo do so without permission. The inclusion of the BAFB logo does not indicate that we are affiliated with any third-party fundraiser.

4.5 BAFB may participate by advertising and promoting third-party fundraisers on a case-by-case basis, depending on available staff and financial resources.

5.0 Charitable Tax Receipting Guidelines

5.1 BAFB will issue tax receipts directly to eligible donors for donations of \$20 CDN or greater.

5.2 The third-party organizer is responsible for the accurate collection of names and addresses of donors who wish a tax receipt.

5.3 Donations that do not meet CRA regulations will not be tax receipted.