



## Third Party Fundraiser Guidelines

### Representation & Professionalism

1. All third party fundraiser representing the Boys and Girl of Airdrie must uphold standards of the organization.
2. Mission Statement and Core Values should be reflected in each Third Party Fundraiser held to benefit the Boys and Girls Club of Airdrie.

### Boys and Girls Club of Airdrie Involvement

1. Due to costs associated with staffing, the Boys and Girls Club of Airdrie is unable to guarantee any staff assistance with Third Party Fundraising.
2. Upon request, the Boys and Girls Club of Airdrie will try to accommodate volunteers and guest speakers for Third Party Fundraising events based upon availability.

### Fundraising

1. All Fundraising conducted on behalf of the Boys and Girls Club of Airdrie by third parties must adhere to the Revenue Canada rules and regulations governing donations and donor eligibility. (Ref. Revenue Canada website: [www.cra.gc.ca/charities](http://www.cra.gc.ca/charities)).
2. Unauthorized Fundraising activity conducted in the name of the Boys and Girls Club of Airdrie is prohibited.
3. All fundraisers are required to direct Donors to make their contributions directly to the Boys and Girls Club of Airdrie.
4. A representative of the Boys and Girls Club of Airdrie is required to be present during Third Party Fundraising activities which include public presentations.
5. It is understood that all Third Party Fundraising activities are limited to the solicitation of prospective donors, and not the handling or accounting of donor funds. **Funds collection is the sole responsibility of the Boys and Girls Club of Airdrie and not that of a Third Party unless so authorized in a written contract agreement.**

### Tax Receipts

1. Tax Receipts can only be issued by the Boys and Girls Club of Airdrie, to the 'true donor'. Only an individual or company that has made a voluntary donation may receive a tax receipt for the recorded donation.
2. It is the sole responsibility of the Boys and Girls Club of Airdrie to:
  - Manage receipt of financial contributions
  - To determine donation eligibility
  - To process Donor and donation records
  - To initiate Donor acknowledgement, and
  - To process appropriate Donor tax receipting all in a timely and accountable manner.



3. Donors should be referred to any of the following methods of contact with the Boys and Girls Club of Airdrie:
  - By Mail:  
1003 Allen Street  
Airdrie, AB T4B 1B3
  - By Online Donation: [www.bgcairdrie.com](http://www.bgcairdrie.com)
  - By Phone: 403.948.3331
  - By Email: [tglowasky@bgcairdrie.com](mailto:tglowasky@bgcairdrie.com)
  - In Person: Between the hours of 10:00am and 6:00pm  
200 East Lake Cres.  
Airdrie, AB T4A 2H8
4. Donations collected by a Third Party on behalf of 'Boys and Girls Clubs of Airdrie', in the form of Cheque, Credit Card, or Money Order, must be clearly made out directly to: Boys and Girls Club of Airdrie and rendered directly to the Charity in a timely manner upon receipt by the Third Party Fundraiser.
5. Tax receipts will be issued only if the following information accompanies the eligible donation: Donor Full Name, all pertinent contact information, and the Donation or Appraised amount (distinct from GST/PST).
6. Tax receipts can only be issued directly to the 'true' Donor and not to an intermediary.

### **The Donor Bill of Rights**

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the non-profit organizations and causes they are asked to support, we declare that all donors have these rights:

- I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.