

Thank you for your interest in supporting Habitat for Humanity Manitoba (HFHM). We want your fundraising activity to be successful and we will do what we can to help you, including:

- Offer advice on event planning;
- Provide resources such as the Habitat for Humanity Workplace Fundraising Guide, Habitat for Humanity logo, banner, brochures, speakers, etc.;
- Provide a letter of authorization to validate the authenticity of the event;
- Assist you in designating your contribution to a specific area of Habitat for Humanity Manitoba; and,
- Provide tax receipts to donors (minimum \$20.00 donation, unless otherwise requested). Please record donations on a HFHM donation/pledge form.

Guidelines

- A third party application agreement must be completed and submitted to HFHM no less than two weeks prior to the proposed fundraising activity. Approval will be granted on a per event/promotion basis. Applicants must reapply annually for approval.
- We reserve the right to deny any application for fundraising activity that does not complement the mission of, promote, or enhance the positive image of HFHM.
- Permission must be given by HFHM to use our name/logo in conjunction with your event or promotion. Once approved, HFHM will provide a copy of our logo via e-mail. HFHM must approve all advertising, marketing, and/or publicity that is intended for an external or public audience prior to distribution. Copies of your external public promotional materials should be submitted to Vmirosh@habitat.mb.ca, or faxed to 233-5271 Attn: Third Party events.
- Publicity may not imply that the event is sponsored or co-sponsored by HFHM, or that HFHM is involved as anything but as the beneficiary. The event name must be followed by “In support of”, or “Proceeds to” followed by the HFHM logo or Habitat for Humanity Manitoba.
- The public should be informed how HFHM will benefit from the event or promotion. If HFHM will not receive all of the proceeds, then the exact percentage that benefits HFHM must be stated clearly on all related publicity.
- HFHM must be notified if another organization will benefit from this event.
- According to the Manitoba Gaming Commission, only non-profit organizations may receive a license for conducting a raffle. Licenses are required for all raffles. As such, a third party cannot conduct a raffle independently of HFHM. Please let us know if you wish to conduct a raffle.
- HFHM and all related entities are not liable for any injuries sustained by event volunteers or participants related to an event benefiting HFHM, and cannot assume any type of liability for your event.
- HFHM cannot normally provide volunteers to support a special event. This is an opportunity for your group to help HFHM and the families that purchase HFHM homes. However, we do have expertise in various areas where we can assist. Please call the (204) 235-2400 for further information.

Application (Please complete Parts 1, 2, 3, and 4)
Fax to (204) 233-5271 or E-mail to vmirosh@habitat.mb.ca

Part 1: Contact Information

Contact Person: Title:

Organization:

Mailing Address:

.....

Website URL:

Business Phone: Cell:

Home Phone: Fax:

E-mail:

Part 2: Event/Promotion Information

Name of Proposed Fundraiser:

Fundraiser Description:

Date(s) of Event: Time(s):

Location(s) of Event:

What inspired you to organize this event?

Will you require a letter of authorization to validate the authenticity of the event?

YES NO

Briefly explain how funds will be raised (donations, raffle, silent auction, ticket sales, etc.).

How many people are anticipated to participate in your event?.....

How will you be promoting your event?

Medium

Date of Distribution

- Newsletters
.....
- Website
.....
- Posters/Flyers
.....
- Advertisements
.....
- Media Releases
.....
- Public Service Announcements (PSA)
.....
- Other:
.....

Will you be using a professional Advertising Agency to promote your event? YES NO

Name of Agency:

Contact Name and number:

If possible, would you like your event to be listed on HFHM's website or included in our newsletters? Any inclusion would be at the discretion of HFHM. YES NO

What support or assistance would you like from HFHM?

Part 3: Financial Information

Please complete this section to the best of your ability; we will not hold you to your estimates. If your fundraiser does not have income and expenses, please only complete the estimated donation amount. If you have a copy of the event budget, please attach.

Estimated revenue from the event \$
Estimated expenses from the event \$
Estimated donation to HFHM (income – expenses) \$

Will tax receipts be required? YES NO MAYBE

Donation Receipting

Financial donation

HFHM will issue donation receipts for income tax purposes for any cash, cheque or credit card donation of \$20 or more unless otherwise requested. If an individual has made a donation, the receipt will be issued in the name of that individual at their home address. If a corporation has made the donation, and if a tax receipt is requested, the receipt will be issued in the company name at their corporate address. An individual or corporation cannot receive a donation receipt for money that was not donated by them (i.e. an individual cannot be designated to receive the donation receipt for monies raised through a casual day event).

Tax receipts cannot be provided if the donor received a benefit in return for the donation, eg. an opportunity to win a prize, or a benefit included in the price of admission such as dinner or golf. In the later example, receipts could be provided for any amount that is over and above the fair market value of the benefits received assuming the value of the benefits does not exceed 80% of the price of admission.

Any individual or business donors requiring tax receipts should have their donor details and donation amount included on a Habitat for Humanity Manitoba donor form.

Monthly donations, whether made directly with Habitat for Humanity Manitoba, or made through payroll deductions will be receipted annually.

In Kind Donations (i.e. prizes, product)

A tax receipt can be issued for donations of in-kind equal to the fair market value of the property donated. To process in kind donations, HFHM needs a written invoice or other supporting documents that could ascertain the Fair Market Value of the in kind donation. Gift certificates and services are not eligible for tax receipts.

Sponsors

Corporations or businesses that agree to sponsor an event will receive an invoice or Thank You letter from HFHM enabling them to claim back the full amount of their sponsorship as a marketing expense.

Will other charitable organizations benefit from this event? YES NO

If yes, please list the organizations and their percentage allocation:

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Note: Once your event is approved, HFHM then relies on your donation. It is very important that your donation be submitted to HFHM within 30 days of your event. A break down of your event revenues and expenses is required along with your donation if tax receipts are to be issued.

HFHM is not responsible for any financial losses.

Please be advised that by publicly naming HFHM as the benefactor of your event or promotion, you are required to donate the proceeds to Habitat for Humanity Manitoba.

We greatly appreciate your support and effort in making a difference!

Part 4: Assurance

I have read, understand, and agree to abide by the preceding guidelines for special events and promotions to benefit HFHM.

.....
Signature

.....
Date

PLEASE RETURN ENTIRE APPLICATION TO:

Habitat for Humanity Manitoba
60 Archibald Street
Winnipeg, MB R2J 0V8
Phone: (204) 235-2400
Fax: (204) 233-5271
Or E-mail: ymirosh@habitat.mb.ca

For Habitat for Humanity Manitoba use only

.....Approved

.....Not Approved

Comments:

Authorized SignatureDate.....