

Together saving more lives



# Fundraising Guide

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# MESSAGE FROM THE EXECUTIVE DIRECTOR

To Our Supporters,

Thank you for fundraising for the HUMANITARIAN COALITION. The HUMANITARIAN COALITION was established with the vision of 'raising the bar' for Canadian emergency response, and with your ongoing support we are realizing this vision. By working together, our members seek to reduce the costs of fundraising, increase Canadians' awareness of humanitarian crises and responses, and take the guesswork out of giving to ensure more help gets to those who need it than ever before. We join forces when disasters strike and when lives are in the balance.

It is thanks to supporters like you that we are able to carry out essential programs for disaster survivors. With your support, the member agencies of the HUMANITARIAN COALITION will continue to provide immediate, life-saving assistance when and where it is needed the most. **Thank you for joining us – Together we can save more lives!**

In this guide you will find more about our organization, as well as all the information you will need to plan a fundraising event and make a donation to the HUMANITARIAN COALITION.

Wishing you a successful event!

**RICHARD MORGAN**

Executive Director  
Humanitarian Coalition

# HUMANITARIAN COALITION – WHO WE ARE

The HUMANITARIAN COALITION is composed of five agencies: CARE Canada, Oxfam Canada, Oxfam-Québec, Plan Canada and Save the Children Canada. All Canadian humanitarian agencies that meet our membership criteria are welcome and invited to join in this initiative. As a joint Canadian approach to humanitarian response, the HUMANITARIAN COALITION is a “one-stop shop” for all Canadians who want to donate during times of international humanitarian disasters.

The members of the HUMANITARIAN COALITION work together to reduce unnecessary competition, inform the public on humanitarian needs, increase the impact of Canadian humanitarian responses and reduce administrative costs.

## THIS KIT IS FOR YOU IF:

You are not a professional fundraiser. The target audience of this fundraising toolkit is volunteers working in local communities, employee groups, or anybody who wants to tap into his/her network to make a difference. This toolkit is designed specifically to provide you with some basic fundraising guidelines and to help you kick-start your activities.

© Photo: Mubashar Hasan/Oxfam



# HOW TO FUNDRAISE FOR THE HUMANITARIAN COALITION

Thank you for your sense of initiative! At times of disaster or crisis, the contributions we receive from groups allow the HUMANITARIAN COALITION to bolster our support for the work of our member agencies as they respond to the pressing needs of affected populations.

In this guide, you will find all the information you need to plan, organize, and hold a successful fundraising event with friends, family, neighbours, co-workers, team-mates, class-mates, or any group you choose.

Good luck and don't hesitate to get in touch with us if, after reading this guide, you still have questions about group fundraising for the HUMANITARIAN COALITION.

## RAISING MONEY

Fundraising for the HUMANITARIAN COALITION is a great way to raise awareness about humanitarian relief and disaster response. Donating money to help make a difference is one important way that people can be empowered to take action!

## WHY SHOULD WE RAISE MONEY?

During a humanitarian disaster, survivors are often in desperate need of assistance. Even a small amount of money from people like you and assistance from the HUMANITARIAN COALITION members can help alleviate their suffering.

## WHERE DOES YOUR MONEY GO?

Have you ever wondered what your donations actually buy? The following chart on the provides examples of what your dollar can buy in a crisis situation.

Amount	What could be purchased
<b>\$2.00</b>	10 packs of oral rehydration salts to treat diarrhea
<b>\$7.00</b>	A durable treated mosquito net for one family
<b>\$24.00</b>	Blankets for refugee children
<b>\$25.00</b>	A basic hygiene kit for one family
<b>\$64.00</b>	One month supply of nutritious food for two refugee children
<b>\$184.00</b>	A 100- litre cooking pot for use in a feeding centre
<b>\$240.00</b>	Specialist emotional support to a traumatized child
<b>\$270.00</b>	An emergency shelter kit containing plastic sheeting, struts, pegs, and rope for a family of eight.
<b>\$1,100.00</b>	A latrine digging kit

(Source: Oxfam Canada)

# FUNDRAISING: STEP BY STEP

## 1. KNOW THE FACTS -

Visit our website at [www.humanitariancoalition.ca](http://www.humanitariancoalition.ca) and follow us on



for updates, news and photos.

## 2. SET A GOAL -

Choose a goal amount to be raised. Be ambitious!

## 3. MAKE A PLAN -

Gather a team and begin brainstorming about:

- ✓ **What type of event:** See page 8 for some great ideas to get you started!
- ✓ **Your target audience:** Who will attend?
- ✓ **Timing:** Do you want to avoid competing with another event? Would you like to piggy-back on the buzz of another event?
- ✓ **Promotion:** How will you inform people about your event? How will your friends find out about it? How can you spread the word and garner support?
- ✓ **Budget:** How will you keep your costs low? Think of ways to keep your costs as minimal as possible.

## 4. DECIDE HOW TO TRACK YOUR DONATIONS

**There are three ways your fundraising group can keep track of and make your donation to the HUMANITARIAN COALITION.**

**ONLINE** – Use our Group Fundraising Portal to allow your donors to donate directly to us online. The Portal makes publicizing and tracking your fundraising fast, secure and simple for you, and is the most efficient way to donate (See page 7 for details).

**ELECTRONIC FORMS** – Download our template spreadsheet and track all of your donations from your laptop or personal computer. Simply print, follow our submission guidelines and send your documents by regular mail (See page 17 & 18 for details).

**PAPER FORMS** – Print and use them wherever your fundraising takes you! When you're finished, just follow our submission guidelines and send your documents by regular mail (See page 10 for details).

## 5. SUBMIT YOUR PROCEEDS -

See page 19 to learn the best way to submit your fundraising proceeds to the HUMANITARIAN COALITION.

## 6. WRAP-UP

- ✓ Be proud of what you have accomplished! Your fundraising efforts will make a difference and save lives!
- ✓ Show your appreciation: Thank everyone involved for their support, and let them know how much you were able to raise.
- ✓ Send us your story: we want to know how it went, so be sure to send us pictures and to share your experience with us!

**Contact us before holding your event to make sure you have everything in place for a fun and successful fundraiser!**

**613-239-2154 • [info@humanitariancoalition.ca](mailto:info@humanitariancoalition.ca)**

# GROUP FUNDRAISING PORTAL

*The Group Fundraising Portal* is a secure and simple way for your fundraising group to **register, publicize and keep track** of fundraising online. Donations are made online via credit card or Paypal, and are processed instantly. The total amount of donations made via your group is tracked so you can measure your success! And you won't have to worry about collecting donor information for receipts, since it's done automatically.

**REGISTER** your event or fundraising group and find out more at: <http://humanitariancoalition.ca/how-to-help/group-fundraising>

**MAKE IT PERSONAL** by adding your event details and photos

**SET A GOAL** and track your progress on your event's fundraising thermometer

## ADVANTAGES TO USING THE GROUP PORTAL:

- Fast, secure and hassle-free
- Your donors automatically receive donation receipts via email for eligible donations (of \$10 or more).
- No paperwork required!
- Easy to share your group's link by email or through social media



# FUNDRAISING IDEAS

Whether your event is small or large, youth-centered or geared towards adults, here are some great fundraising ideas to get you started!

## IN YOUR WORKPLACE:

- ✓ **Keep it casual** organize a 'casual day' where employees have to donate two dollars for the privilege of wearing a hat or jeans. Have your employer match the total.
- ✓ **Host an event** Have a golf tournament, organize a fifty-fifty draw or invite colleagues to a movie night by donation
- ✓ **Make it a challenge** Arrange an interdepartmental fundraising challenge, or host a cooking competition over lunch
- ✓ **Team up!** Register a team in a Challenge Event such as a walk or run.
- ✓ **Holiday Auction** Ask your boss to donate a week or a few days of paid leave, and then auction it off to the highest bidder.
- ✓ **Make it monthly** start a monthly giving campaign
- ✓ **Match it** Seek the support of your organization to match employee gifts
- ✓ **Holiday Auction** Ask your boss to donate a few days of paid leave, then auction it off to the highest bidder.

## IN YOUR COMMUNITY

- ✓ **Speak up** Arrange for a guest speaker and ask that their honorarium be donated, hold an educational event with donations at the door.
- ✓ **Rummage for relief** Organize a neighborhood garage sale – a good way to raise money for a cause while bringing your community together.
- ✓ **Charitable Sports Events** Organize a charity sports game between local teams, or ask for time to be donated at a local pool or ice rink, have regular patrons enter by donation.

## AT YOUR SCHOOL

- ✓ **Go classic** Organize a school dance, bake sale or carwash
- ✓ **Organize an event**

- Coordinate a benefit concert or invite a speaker to an event and charge admission
- Hold a fashion show, talent show or trivia contest
- Have a dress down day or pajama day
- Host a benefit BBQ, pancake breakfast or spaghetti dinner
- ✓ **Get creative** Hold an art auction, sell custom t-shirts, make and sell greeting cards
- ✓ **Change counts** Collect change or foreign currency to donate

## FOR ADULTS

- ✓ **Ebay Auction** Auction some of your hidden gems on eBay and donate the profits
- ✓ **Pub Night with a Purpose** Organize a pub trivia night
- ✓ **Cook something up!** Host gourmet dinner or steak night and charge admission
- ✓ **Foreign Movie Night** Host a foreign movie night at your house and charge your friends admission, or, you can have free admission, but charge for concession items.
- ✓ **Book Group** Organize a regular book group in your community. You can either charge a membership fee or ask for a donation to Humanitarian Coalition.
- ✓ **Make a specific donation** Challenge your friends and work colleagues or your employer to match it – send out an e-mail challenge.

## FOR ALL AGES

- ✓ **Special Occasions** Have friends and family donate to the HUMANITARIAN COALITION in lieu of wedding gifts, birthdays or anniversaries
- ✓ **Get sporty** Take part in a triathlon, run, walk or other adventure event where individuals sponsor you for your efforts

# ORGANIZING AN EVENT

## A GOOD IDEA

Before you start formally planning your event, we suggest you test it out – ask a few friends what they think before committing to a specific idea. *It's far better to have a smaller event that works well, than something too ambitious that half-succeeds.*

## A TEAM

When organizing a team, it is important to keep your team members motivated and committed by involving them in the decision –making. Getting to know the skills that your team members have, will enable you to better delegate tasks to your team members. We suggest that you appoint a team leader to delegate tasks, to be a media contact, and a trouble-shooter that people can turn to with particular queries and problems. It is also important to be clear about the assigned tasks, write everything down, and ensure that all team members receive a copy.

## A CONTINGENCY PLAN

A contingency plan is a back-up plan for if things go wrong. For example, will the weather make a difference to your event?

## TARGET AUDIENCE

An important aspect of your event is the audience that you are trying to reach. You should consider the minimum number of people required at your event to start making a profit, as well as the maximum number of people that you can cope with. Ask yourself if your event would benefit from a certain 'gimmick' such as an unusual venue?

## GOOD TIMING

When choosing the date of your event, you should consider a realistic and achievable timeline. By picking a date and working backwards from that date considering all of the tasks and their individual deadlines, you will be able to tell if your chosen date is realistic. If you run out of days you may want to reconsider either your

date or the size of your team. You may also want to avoid competing with other local functions or a sports event on television. However, you could choose to also 'piggy-back' an existing event.

## A BUDGET

Event costs for a good fundraising event should not exceed 35% of what you raise. Think of cost-saving ventures such as having your venue, printing, and/or prizes, publicity donated! You may have to offer something in return such as free tickets or a mention at the event. You could also sell advertising space in programs, or have sponsors for certain activities. The possibilities are endless!

## AN EVALUATION

Following your event, we suggest that you and your team evaluate the event and identify the successes and challenges of your event as well as aspects that could be improved in the future. The HUMANITARIAN COALITION invites you to share your experiences with other fundraisers by completing the "Fundraising Event Feedback" (*see appendix page 20*) to make it easier to repeat the event for future fundraisers.

## FOLLOW-UP

Ensure that you thank everyone involved, and let them know how much money was raised. Remind them of the value of the money to the HUMANITARIAN COALITION and the people that they support! Ask the volunteers if they might like to help with this event or others like it in the future.

## CHECKLIST

To help make your event a success, the HUMANITARIAN COALITION has created a checklist (*see appendix page 16*) to help you organize your event from start to finish.

# PAPER FORMS

Using our paper forms allows you to take your paperwork with you no matter where your fundraising takes you! If you use this method to track your fundraising, we have two easy forms you can use no matter what your fundraising needs may be:

✓ **DONATION FORMS: Complete one form for each donation you receive from an individual**

- **CHEQUES:** All cheques should be made out to the order of “**The Humanitarian Coalition.**” Please make sure to attach all personal cheques to the corresponding donation page.
- **CASH: *The HUMANITARIAN COALITION does not accept cash donations.*** If you receive donations in cash, please write one cheque or complete one money order in the total amount of your cash received (marked clearly). Make sure to indicate on your donation forms which donations are included in the consolidated cheque or money order.

✓ **FUNDRAISING SUMMARY FORM:** Use this form to summarize all of your fundraising proceeds when submitting your donations to the HUMANITARIAN COALITION.

- You must include this summary form whenever submitting fundraising donations
- Make sure to complete all fields carefully and verify your totals for donations. *To ensure we can process your donation as quickly as possible, kindly ensure that your paperwork has been completed correctly before submitting it by mail.*

### ***Why do you need the name and address of donors?***

In order to comply with Canada Revenue Agency regulations, charities must receive detailed contact information from their donors in order to issue them donation receipts. Donors for whom we do not have contact details will not receive donation receipts.



© Photo: Kate Holt

# MEDIA & PUBLICITY

Local newspapers and radio love local news! Give them a story with enough notice and they're very likely to cover it.

## LOCAL MEDIA

- **Use facts, figures and quotes** from a spokesperson. They're useful to bring the story to life when promoting your event. Information about the crisis/disaster for which you want to fundraise is available on our website [www.together.ca](http://www.together.ca)
- **Write a press release** using the 5Ws: Who, What, Where, When and Why?
- **Tell them in advance** and ask for pre-event coverage and promotion. Remember to give *them a day or two* to look at your press release then follow-up with a phone call. The story is far more likely to get noticed this way.
- **Consider advertising** in the local newspaper, radio slot or internet page – ask local media to donate these platforms.

## SPREAD THE WORD

- **Word of mouth.** Tell your family and friends; ask them to pass along the news!
- **Make use of social media** like Facebook and Twitter. Update regularly with new details and developments.



# LEGAL CONSIDERATIONS

There are a wide range of rules and regulations which apply to events and activities which involve the public or fundraising from the public.

You are responsible for ensuring that any event you organize to raise funds for the HUMANITARIAN COALITION complies with the law. **The HUMANITARIAN COALITION cannot and does not accept liability for events run in support of our activities.**

Keep in mind that **you are not allowed to raise funds for any other organizations using the HUMANITARIAN COALITION** name. If you are organizing a joint fundraising event with one or more community groups, make sure you are clear in the event promotions about where the funds will be going, and get a clear agreement in advance with the co-organizers about how the funds raised will be distributed.

It is imperative that the HUMANITARIAN COALITION and by extension anyone raising money for the HUMANITARIAN COALITION, is in compliance with Canada Revenue Agency (CRA) regulations. We run the risk of losing our charitable status if we are not compliant. The HUMANITARIAN COALITION also needs to ensure that donors are treated equitably and fairly within CRA's regulations.

## USE OF THE HUMANITARIAN COALITION NAME AND LOGO

Please be aware that the HUMANITARIAN COALITION name and logo is proprietary and that its use is restricted. Please do not allow commercial organizations to use our name or logo without written permission. Rather, please advise the commercial organization to contact [info@humanitariancoalition.ca](mailto:info@humanitariancoalition.ca) should they wish to use the HUMANITARIAN COALITION's name for their commercial benefit.

## OTHER CONSIDERATIONS

- ✓ **Check with your Municipal office** for any necessary permissions, licensing, trading standards or health and safety considerations.
- ✓ **Contact your local police or the RCMP** if you are planning an event in a public space, for example if the event is to be held on public roads or if it could cause traffic disruption. A police permit may at times be required to hold such an event.
- ✓ **Consider any first aid requirements.** Contact your local branch of St. John's Ambulance for advice or assistance.
- ✓ **Consider fire safety** by consulting your local fire department.
- ✓ **Establish detailed guidelines** and a written agreement about the sharing of fundraising revenues and expenses before collaborating with any other groups for fundraising events.

# PRIVACY & DONATION RECEIPTS

## PROTECTING PERSONAL INFORMATION

*The Personal Information Protection and Electronic Documents (PIPED) Act* covers personal information that may be collected by a charity and used for a commercial purpose. Some key points to remember are:

- **The privacy of donor/member lists must be protected.** Any names or lists of people collected must expressly state the purpose of collecting the names and how the names will be used. Keep the documents for no more than 2 months before destroying them.

## CHARITABLE DONATION RECEIPTS AND TAX REGULATIONS

- **Gifts of \$10 ARE receiptable.** The HUMANITARIAN COALITION will issue a charitable tax receipt to those individuals or organizations that make a contribution of \$10 or over, provided the donor does not receive any product or value from the donation.
- **Individual Sponsorship Donation**  
We can issue tax receipts for fundraisers such as bowl-a-thons, walks and races in which individuals are sponsored by others to participate. In order for the tax receipts to be issued, the HUMANITARIAN COALITION must be provided with a list of sponsoring donors with complete address information and total dollar amount received from each donor.

## NON-RECEIPTABLE GIFTS

- ✓ **Auctions and draws of goods or services.** This applies to the purchaser of a ticket as well as the winner of a prize. Since the individual would be receiving benefit or value from the event they therefore do not qualify for a charitable tax receipt.
- ✓ **Donations of business or personal services.** Examples include provision of entertainment for an event, free advertising or printing services etc.
- ✓ **Corporate event sponsors.** Businesses and corporations who receive some form of recognition and promotional value at an event, or on event materials do not qualify for a charitable tax receipt.

## PARTIALLY RECEIPTABLE GIFTS

- ✓ **Admission cost to a dinner or event where admission includes a “donation.”** The tax receiptable amount must be clearly identified and should be calculated as the ticket price less the “fair market value” of all goods and services received by the donor.  
*Please contact us in advance with any questions you may have regarding this Canada Revenue Agency requirement.*

### **For example:**

*If a ticket to a fundraising dinner is purchased at a cost of \$75, and the value of the dinner is \$40, a receipt can be issued for \$35. **The difference between the fair market value and the actual price charged represents the receiptable amount. This should be clearly indicated on event tickets***

# LIABILITY

The **HUMANITARIAN COALITION** cannot endorse individual fundraising events, and accordingly cannot accept any liability for an event. Your event is run in support of the HUMANITARIAN COALITION's work, not on behalf of it as an organization.

## PERMISSIONS

You do not need our permission in order to raise funds in support of the HUMANITARIAN COALITION. However, should you require confirmation that we are aware of your fundraising in order to book a venue or for administrative purposes, send an email to [info@humanitariancoalition.ca](mailto:info@humanitariancoalition.ca) with the title "Request for a Third-Party Fundraising Letter" making sure to mention the name of your event, organization and recipient of the letter if applicable. Once approved we will send you a personalized letter confirming the HUMANITARIAN COALITION is aware of a fundraising event being organized by you/your organization. If requested, we can also send a letter confirming the total amount of funds received from your group once the donations have been received.

## LICENSING AND INSURANCE

Ensuring your event is both legal and safe should be a top priority. Depending on the type of event you are planning, insurance may also be a requirement. We encourage you to contact your local municipal office and verify if there are any relevant laws and regulations in your area for events which include lotteries, raffles, gambling, liquor or other events which may require licensing or insurance. Municipal governments also often have insurance programs designed specifically for community events and may be able to help you secure the coverage you require.

Given the number of requests we receive and the complexities associated with insurance and licensing, the HUMANITARIAN COALITION cannot assist you in securing these for your event. Your best options for securing insurance when it is required are to seek the guidance of the owner of your event venue or your municipal government.



© Photo: Nicolas Moyer/The Humanitarian Coalition

# ANNEXES



© Photo Credit: Jan Grarup / Save the Children

EVENT CHECKLIST – STEP-BY-STEP GUIDE		
BEFORE the event	DURING the event	AFTER the event
<input type="checkbox"/> Research your fundraising idea	<input type="checkbox"/> Put someone in charge of handling the money	<input type="checkbox"/> Collect the funds
<input type="checkbox"/> Form a group	<input type="checkbox"/> Ask people to fill out the donation form	<input type="checkbox"/> Finalize the 'Please Sponsor Me' form (if applicable)
<input type="checkbox"/> Check the safe and legal issues	<input type="checkbox"/> Inform people that tax receipts are available upon request	<input type="checkbox"/> Attach all Humanitarian Coalition donation forms
<input type="checkbox"/> Tell Humanitarian Coalition about your event! By email: <a href="mailto:info@humanitariancoalition.ca">info@humanitariancoalition.ca</a> .	<input type="checkbox"/> Give information about Humanitarian Coalition and its campaigns	<input type="checkbox"/> Complete the Fundraising Event Feedback
<input type="checkbox"/> Schedule your event	<input type="checkbox"/> Take lots of pictures!	<input type="checkbox"/> Remember to thank all of your volunteers and event sponsors/donors.
<input type="checkbox"/> Look for sponsors (optional) and have them fill the Fundraising Sponsorship / Pledge Form	<input type="checkbox"/> Remember to thank all donors for their support	
<input type="checkbox"/> Plan your event		
<input type="checkbox"/> Promote and publicize your event		



Canadian Lutheran  
World Relief



Save the Children

Together saving more lives

# HUMANITARIAN COALITION | COALITION HUMANITAIRE

## INDIVIDUAL DONATION FORM | FORMULAIRE DE DON INDIVIDUEL

First Name | Prénom : \_\_\_\_\_ Last Name | Nom : \_\_\_\_\_

English  Français

Female | Féminin  Male | Masculin

Company or Event | Compagnie ou événement : \_\_\_\_\_  
(if applicable) (s'il y a lieu)

Address | Adresse : \_\_\_\_\_  
 Personal | Personnel  Business | Bureau

City | City : \_\_\_\_\_ Postal code | Code postal : \_\_\_\_\_  
Phone | Téléphone : \_\_\_\_\_  Personal | Personnel  Business | Bureau

Email | Courriel : \_\_\_\_\_

### \$ Amount | Montant \$:

10  100

20  500

50  \_\_\_\_\_

Tax receipt requested?  
Reçu d'impôt demandé?

### PAYMENT | PAIEMENT

Credit card | Carte de crédit  
Type:  VISA  MASTERCARD  AMEX

Card number/No. de la carte: \_\_\_\_\_

Expiry date/Date d'expiration: \_\_\_\_ / \_\_\_\_

Cheque | Chèque  
Addressed to the "Humanitarian Coalition"  
À l'ordre de la « Coalition humanitaire »

Cash | En espèces  
(please do not send by mail | ne pas envoyer par la poste)

\*Please note: tax receipts are only issued for donations of \$10 and more.

\*Veuillez noter: les reçus d'impôts sont seulement émis pour les dons de 10\$ et plus.

Comments | Remarques: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Charitable Registration Number | Numéro de charité: 83159 0666 RR0001

**HUMANITARIAN  
COALITION** 

 Canadian Lutheran  
World Relief

 care

 ISLAMIC  
RELIEF

 OXFAM  
Canada

 OXFAM  
Québec

 PLAN  
INTERNATIONAL

 Save the Children

Together saving more lives



# FUNDRAISING PROCEEDS SUMMARY

Event/Group name: \_\_\_\_\_

Contact (primary organizer): \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/Territory: \_\_\_\_\_ Postal Code: \_\_\_\_\_

FUNDRAISING SUMMARY	TOTAL
<b>Number of cheques</b>	
CHEQUE DONATIONS TOTAL	\$
<b>Number credit card donations</b>	
CREDIT CARD DONATIONS TOTAL	\$
<b>TOTAL DONATION AMOUNT ENCLOSED</b>	<b>\$</b>

By checking this box, I confirm that I have accounted for all donations collected during my fundraising efforts.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

## YOUR FUNDRAISING SUBMISSION PACKAGE MUST INCLUDE (IN ONE ENVELOPE):

### ✓ All completed individual donation forms

- Charitable donation receipts are only issued when requested on the donation form. They will be mailed directly to each donor.
- Please attach the cheque directly to the corresponding donation form(s)
- No cash donations accepted

*Please photocopy all documentation for your records. Confirmations of funds received will be sent only upon request.*

### ✓ Completed fundraising proceeds summary (this form)

- The total revenue raised from the event must be reported to the Humanitarian Coalition. Expenses should be budgeted separately and should not be deducted from the total revenues collected and reported to the Humanitarian Coalition.
- To ensure your donation is processed as quickly as possible, please review your summary carefully before submitting it by mail.

Questions about this form or the donation process? Email: [info@humanitariancoalition.ca](mailto:info@humanitariancoalition.ca)

