

Thank you for your initiative to help those we serve at House of Friendship! Our dream is a healthy community where everyone can belong and thrive. We help over 42,000 individuals and families each year in Waterloo Region and definitely cannot do it alone. Thank you for your interest.

### **I want to raise money for those House of Friendship serves. What do I do?**

If you already have a good idea how you want to support neighbours in need, i.e. fundraising for cash or collecting items, please read this guide and complete the Community Fundraiser form. We'll contact you to discuss your plans.

### **What can House of Friendship do to support me with my fundraiser?**

In the Community Fundraiser form you can request use of our logo or other promotional materials, or if you would like House of Friendship staff or volunteer representation. Note: House of Friendship representation depends on availability.

### **Can House of Friendship provide event volunteers, or a raffle license, etc.?**

No. Event organizers are responsible for obtaining any required event permits or licenses. It is the responsibility of the event organizers to recruit, train and manage all volunteers. The event organizer is responsible for taking care of all related costs of the event.

### **Can I get a tax receipt?**

Tax receipts are provided for cash donations in accordance with CRA regulations.

For donations of needed items, House of Friendship will issue tax receipts only for brand-new items received with a copy of your paid invoice, in accordance with CRA regulations.

The original source donor (not the fundraiser) can be issued a receipt for a cash donation where the donor receives no benefit for the contribution. A complete and legible list of donors must include complete contact information including *first and last name, phone number, full address, the amount of their cash donation*. You can find our handy Donation Tracking Form [here](#).

#### **My friends Jane, John and Pat each gave me \$20 in cash, and I put their money in my bank account and wrote a cheque to House of Friendship for \$60. Do I get a tax receipt for \$60?**

No. The original source donors are Jane, John and Pat, and we will send them tax receipts for their \$20 donations.

#### **I held a bake sale to raise money for House of Friendship. I made brownies and sold them to 40 people and raised \$80. Do I get a tax receipt for \$80?**

Yes! You are donating your earned revenue, and we will send you a tax receipt.

### **How do I send in the money I have collected?**

- *Cheques and cash:* Mail or deliver to Shira Ginsler at House of Friendship, 51 Charles St. E., Kitchener, ON N2G 2P3. Please include a copy of your completed Community Fundraiser form for easy tracking.
- *Credit card:* Visit [www.houseoffriendship.org/Donate](http://www.houseoffriendship.org/Donate) or contact us at 519-742-8327 x 131 or [fundraising@houseoffriendship.org](mailto:fundraising@houseoffriendship.org). Describe your fundraiser or collection in the notes.
- *E-transfer:* Please contact us at 519-742-8327 x 131 to learn how to make an e-transfer.
- *Donated Items:* During the pandemic, donation drop-off is by appointment only, current restrictions permitting – call the Shelter at 519-742-8327 x 1



# Community Fundraiser Guidelines and FAQs

## House of Friendship Community Fundraiser Guidelines

1. Organizers must submit a completed [Community Fundraiser form](#).
2. Any promotion of the event must avoid statement or appearance of House of Friendship endorsing any product, film, organization, individual or service.
3. House of Friendship cannot promote or assist with sales for any business, product or service.
4. House of Friendship must approve all promotional materials prior to production or distribution.
5. House of Friendship is not financially liable for the promotion and/or staging of third-party events.
6. Donation receipts may be provided directly to donors in accordance with CRA regulations.
7. Items accepted through donation must match current program needs. [See website for current list of needs](#).