**Third Party Fundraising Guidelines**

1. Tax receipts can only be issued by our charity. Only an individual or company that has made a voluntary donation may receive a tax receipt for the recorded donation.
2. It is the responsibility of BBBS MUSKOKA to
* manage receipt of financial contributions
* determine donation eligibility
* process donor & donation records
* initiate donor acknowledgement
* process appropriate donor tax receipting all in a timely manner
1. Third party fundraisers are encouraged to forward on to the charity director, either donor contributions or information regarding their pledges.
2. Donors should be referred to any of the following methods of contact with the charity when making a financial contribution:
* **By Mail**: 49-205 Manitoba Street Bracebridge Ontario P1L 1V4
* **By Online Donation**: muskoka.bigbrothersbigsisters.ca
* **By Phone**: (519) 824-5154
* **By E-mail**: muskoka@bigbrothersbigsisters.ca

*In the event that donors choose to forward donations to the charity via a third party, then the following rules apply:*

1. Cash-based charitable donation(s) that have been earmarked for BBBSG, but that are received by a third party fundraiser on behalf of the charity, may not be
* retained unduly by that third party
* nor left unaccounted for by that third party
1. All donations made to BBBS MUSKOKA by donors via a third party fundraiser are considered ‘in-transit’ and must be rendered to the charity within 30 business days after the event, upon the third party receiving the donation from the donor.

1. It is the third party fundraiser’s responsibility to keep the charity aware of all donor activity that results in a financial contribution via the fundraiser.

**A Third Party Fundraising Registration Form must be completed and submitted to BBBS MUSKOKA14 days prior to the event.**

1. Tax receipts will be issued only if the following information accompanies the eligible donation: donor full name, all pertinent contact information, and the donation amount.
2. All fundraising conducted on behalf of the charity 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).
3. BBBS MUSKOKA must be notified of all fundraising activities planned and undertaken on the charity’s behalf by a third party.
4. A representative of the charity may be invited to be present during third party fundraising activities in order to:
* provide the charity’s direct contact personnel information to prospective donors
* answer questions about the charity’s own work, regulation, and operations
* assure donors of the charity’s accountability for donor funds

**For more information, please call (705) 644-9914 or e-mail:** **muskoka@bigbrothersbigsisters.ca**