



## Third Party Fundraising Guidelines & Agreement

### Ronald McDonald House Charities Hamilton

1510 Main St. West, Hamilton, Ontario, L8S 1E3

Phone: 905-521-9983 Fax: 905-521-9515

[www.rmhchamilton.ca](http://www.rmhchamilton.ca) | [info@rmhchamilton.ca](mailto:info@rmhchamilton.ca)

1. Ronald McDonald House Charities Hamilton (RMHCH) is proud of its record of service and its image. For that reason, we allow its name to be used in circumstances and for activities that are compatible with our mission. The use of the name or logo of RMHCH without our express written approval is prohibited. When advertising and promoting your event we ask that you do so in a manner which will reflect favourably on RMHCH, Ronald McDonald House Charities of Canada and the McDonald's Corporation and the good name, good will and reputation thereof.
2. To allow RMHCH to review and approve your proposed activity, we ask that you complete and submit the enclosed application to a member of the Donor Relations Office. Your application will be reviewed and a member of the Donor Relations team will contact you with next steps.
3. During the term of your approved fundraising project RMHCH grants the organizing group the right to use our name and logo solely for the purpose of promoting the agreed upon event and for raising funds to benefit RMHCH. Our name and logo may not appear in any other manner. Upon expiry or termination of this agreement the organizing group agrees to discontinue any practice which includes our name or logo. You may not give our name or logo to any other party.
4. Please promptly update RMHCH on any changes from the original fundraising proposal for approval.
5. RMHCH will not be responsible for *any* costs associated with the planning and/or execution of the event. If you are using the RMHCH name as part of your fundraising, every effort should be made to keep expenses to a minimum.
6. All necessary insurance coverage, licenses, etc. will be secured by the organizing group and will be at its own expense.

7. The organizing group promises that it does not intend to, and will not, receive or accept payment or compensation of any nature or kind for organizing or administering the event or for raising funds for RMHCH.
8. The organizing group agrees to use its own resources to identify potential donors for the event and shall not request, use or deal with RMHCH's donor lists unless agreed upon in writing.
9. RMHCH cannot guarantee volunteers, staff or board members to participate in administrative support, the planning and/or implementation of your project or event.
10. As a registered charitable organization, RMHCH must comply with all Canada Revenue Agency (CRA) rules and regulations. We reserve the right to audit all records pertaining to the organizing group's event to ensure compliance with the CRA and to maintain transparency with our donors and stakeholders.
11. RMHCH will issue tax receipts to those individuals or companies that made a donation of \$20 or more without receiving a tangible item or benefit in return.
  - a. In order to receive a tax receipt RMHCH must receive the full name, address, phone number and method of payment by the donor(s) along with the donation amount (RMHCH will provide you with a Pledge Form Template, if requested).
  - b. Please note that tax receipts cannot be issued to the organizer of the event for the lump sum raised at the event.
  - c. Receipts cannot be issued for donated services or the purchase of tickets (raffle, admission, green fees or auction).
12. After your event, arrangements must be made to present proceeds of the event to RMHCH **within 10 days of the event date** (unless otherwise agreed upon in writing) to properly thank, receipt, recognize and acknowledge those that contributed/donated.
13. The organizing group indemnifies and holds harmless RMHCH its, directors, officers, employees, volunteers and stakeholders from and against all liability, actions, claims, losses, costs and damages which may be brought against or suffered by the organizing group in connection with the event/promotion.
14. RMHCH and its Board of Directors retain the right to revoke or terminate any authorization it may give for use of the RMHCH name and logo.

**Thank you for your interest in fundraising for Ronald McDonald House Charities Hamilton. We will ensure that your fundraising efforts are given every opportunity to succeed.**