

## Community Event Guidelines

Thank you for choosing The Bridle Bash Foundation as a beneficiary of your fundraising event. Community support is key to our success and we recognize the efforts it takes to organize and hold an event on our behalf. We could not provide to the wonderful recipient charities without your support!

In order to help your event run more smoothly we have created community event guidelines for fundraising events held on behalf of The Bridle Bash Foundation. We ask that you read these guidelines carefully, especially the sections regarding tax receipts, donation tracking, and completion and remittance of forms. If you have any questions, please do not hesitate to contact the office at [info@bridlebashfoundation.com](mailto:info@bridlebashfoundation.com).

### **What The Bridle Bash requests of community event organizers:**

- Please contact The Bridle Bash Foundation office to register new events or update us on continuing events. It is important that the office is aware of all events that are held in support of our Foundation.
- It is the event organizer's responsibility to communicate to sponsors, participants and the general public that The Bridle Bash Foundation is not conducting the event, but is the beneficiary of the event.

### **The Bridle Bash Foundation can provide the following assistance once your event has been approved by our office:**

- Advice and expertise on event planning
- Attendance of a Bridle Bash Foundation representative, when appropriate and available
- Event listing in our online Event Calendar
- A support letter that validates the authenticity of the event/organizer, from date of issue until the event is complete
- Limited supplies, such as information brochures, stickers and/or other promotional material

**The Bridle Bash Foundation cannot provide the following:**

- Funding or reimbursement for event expenses
- Donor or sponsor lists
- Promotion or advertising of your event except for the online Event Calendar
- Guaranteed attendance of staff or volunteers at your event
- Application for gaming licenses, e.g., bingos, raffles, liquor, insurance
- Prizes, auction items, awards
- Tax receipts for cash or in-kind goods that were not directly received by the Foundation office (please also see information on tax receipts)

**Other Guidelines:**

- New events require completion and approval of a Community Event Agreement Form
- All publicity (including media releases, print/promotional materials, etc.) for the proposed event must be approved by The Bridle Bash Foundation prior to being printed, released etc.
- The Bridle Bash Foundation's name and logo may not to be used by a Third Party/community event on an ongoing basis i.e. on a website or on promotional material, unless prior permission in writing has been granted to the third party by The Bridle Bash Foundation
- The event organizer will obtain all necessary permits, licenses and insurance for their event
- All funds, tax receipt information, donation tracking, donation reconciliation and expense reimbursement forms must be received by The Bridle Bash Foundation's office within 30 days after the event
- Event expenses are to be submitted for cheque reimbursement and not to be taken as cash out of the donation receipts.
- It is recommended that the event organizer makes themselves familiar with the receipting policies of the Canada Revenue Agency ("CRA") [www.cra-arc.gc.ca/tax/charities/menu-e.html](http://www.cra-arc.gc.ca/tax/charities/menu-e.html)

- If the event is cancelled, please notify the Foundation office at least one day prior to the event
- The Bridle Bash Foundation shall have the right at any time and for any reason to request that the community event organizer/Third Party cease use of the name The Bridle Bash Foundation in connection with the event and the community event organizer/Third Party shall use its best efforts to comply with such request
- The Bridle Bash Foundation will not assume any legal or financial liability at a community event
- The Bridle Bash Foundation is not responsible for any damage, accidents to persons or property at a community event

## **Community Event Guidelines - Tax Receipting**

It is very important that you understand the rules about tax receipts BEFORE you plan your event. The requirements for receipting are extensive and time consuming. You may decide, in the end, that if only a small tax receipt can be issued, it may be better not to offer them at all. It is your responsibility to communicate decisions surrounding tax receipting to the participants of the event, so please be sure you have discussed your situation in detail with a Bridle Bash Foundation representative and that you are clear about what you can and cannot offer.

### **Tax Receipting Guidelines:**

Tax receipts can only be issued for the amount of the actual donations received by the Foundation's office. Tax receipts cannot be issued for funds used to cover the costs of the event or other administrative expenses incurred by the organizer.

Tax receipts can be issued to individuals that make a donation without receiving a tangible item or benefit in return. Benefits could include: dinner, alcohol, chance to bid on auction items, entertainment, parking, etc.

### **Tax Receipts will be issued for Community Events:**

- Provided the office receives a statement showing all revenues and expenses from the event
- Provided the event organizer ensures that the amount of money collected after expenses is sufficient to cover the amount of money for which receipts have been requested
- All other CRA conditions are met.

**Tax Receipts will not be issued:**

- For in-kind goods donated to an event
- For donated services such as hiring an entertainer or auctioneer for an event
- For sponsorship, as advertising or promotion (a tangible benefit) is being received in return for the payment
- Gift certificates donated by the issuer of the certificate

**Please note:** Sponsors and other corporate contributors may be provided with a business gift letter as proof of contribution. Often, a charitable tax receipt is neither required nor appropriate for this group of contributors.