

# Community Hosted Event FAQ (Frequently Asked Questions)

## **NEW CASL (Canadian Anti Spam Legislation) REQUIREMENTS – JULY 1, 2014**

**You are able to solicit donations from anyone you would like but in order to remain compliant with Canada's Anti Spam Legislation, you are unable to solicit participants, volunteers, sponsors and many other people by email unless you have an existing relationship with those people. Not sure who you can email? [Contact us](#) and we can clarify!**

If you can't find the answer you are looking for, in planning your own community event, please contact Cindy Ault Peters at [cpeters@wdmh.on.ca](mailto:cpeters@wdmh.on.ca).

## **Can a WDMH Foundation representative attend my event?**

When possible, we try to attend as many events as we can. As a small team, it's not always possible, but let us know if you'd like a representative to attend, and we will do our best to have either a member of the Foundation team, or a board member attend.

## **Will the WDMH Foundation provide volunteers for my event?**

We are unable to provide volunteers for your events.

## **I'd like to hold a raffle at my event – how do I do that?**

Please contact [Cindy Ault Peters](#) for guidance and support in holding a raffle and getting a licence.

## **Is my event donation eligible for a tax receipt?**

Event organizers who solicit the general public for donations may NOT claim a tax receipt in his or her own name for the total amount raised.

Donations to your event are eligible for an official income tax receipt if certain criteria is met. Lottery tickets, raffle tickets or merchandise (like auction items) are not eligible for such receipts. For more CRA official income tax receipting guidelines please visit [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Please note that event organizers are responsible for collecting their donors' contact information for tax receipt purposes.

## **Can I get sponsors for my event?**

Before you approach any businesses or organizations for sponsorships, we ask that you connect with us first. This allows us to ensure a couple of things: that they have not just been asked or given a gift in support of another event, and that if they have requested to not be asked for a donation, that we respect their wishes.

## **How do I submit my donations?**

Please make cheques payable to the WDMH Foundation and note that it is to be directed to the Dundas Manor Redevelopment. Donations can be delivered

in person to the WDMH Foundation office (located just inside the hospital main entrance. You can also mail in your donations to the Foundation at the address below. Please be sure to include information regarding your event so that we know why we are receiving this money.

WDMH Foundation  
566 Louise St  
Winchester, ON K0C 2K0

**Can I use the WDMH Foundation's logo and campaign logo on marketing materials for my event?**

Yes, but you must provide all marketing materials to the WDMH Foundation for approval prior to use.

**Can I get a photo taken with a BIG cheque?**

Absolutely! We're happy to arrange a cheque presentation with you following your event.

***Still have questions? Call Cindy at 343-572-6345!***