



MATTHEW'S HOUSE COMMUNITY EVENT GUIDELINES

Thank you for supporting Matthew's House! We want to support you in your endeavor to ensure the success of your event. We also want Matthew's House Community Fundraisers to have a positive impact on our community and on the public image of Matthew's House. To that end, we request that the following guidelines be followed.

BEFORE YOUR EVENT

PROMOTIONAL SUPPORT

In order to help make your event success, we can offer you the following:

1. **Support from our Communications Department.** There are several ways that our writing and graphic design team can support you. **Please note** that all publicity materials must be approved by our Communications department to ensure accuracy of information and correct logo use. Send your materials to adawson@communitascare.com
 - a. **Use of the Matthew's House logo** to promote your event. Whether you are purchasing advertising, creating your own poster or building an event website, please include the Matthew's House logo so that the public will identify your event with the cause.
 - b. **Promotion of your event via Matthew's House social media channels** (Facebook and Twitter). Send us the details and we'll help spread the word. We'd also love it link your event to us @matthews_house (Twitter) and @matts_house (Facebook)
 - c. **Promotion of your event via a Press Release.** This is dependent on our workload and schedule but if we have time, we're happy to create and send a press release to local media about your event.
 - d. **Information about Matthew's House.** The easiest way to share info about Matthew's House is to direct them to our website: mattshouse.ca We also have brochures that can be handed out at your event, a Fact Sheet that provides quick information at-a-glance, a Power Point presentation that we can make available to you, and a promotional video on our youtube channel. All of these tools tell the story of Matthew's House.
2. **Staff presence at the event:** This is dependent upon availability. Our fundraising staff have many events to attend each month so it may not always be possible for us to be present at

your event but we'll do our best to support you. If there is a cost associated with your event, please provide complimentary tickets or admission to the Matthew's House representative.

3. **Insurance Coverage:** Matthew's House event insurance policy does not extend to your event. By accepting the terms and conditions set forth in the Matthew's House Community Event application, the event organizer(s) clearly understand that they are accepting responsibility for claims that may arise as a result of the event.
4. **Expenses:** As the Event Planner, you assume responsibility for expenses incurred by your event. Event expenses may only be deducted from admission fees or ticket sales. Expenses may **not** be deducted from tax-receiptable donations. You may consider approaching local businesses to sponsor your event to help cover costs or to offer items needed for your event. All donations requiring a tax receipt must be received in full by Matthew's House.

AFTER YOUR EVENT

5. Donation Remittal

By publically naming Matthew's House as the beneficiary of your event, you are required to donate the full amount agreed upon, of the net proceeds, to Matthew's House within 30 days of the date of the event, along with the full amount of any donations that have been collected for Matthew's House.

Please complete the Donation Remittal Form and return it with **net proceeds** (funds received from ticket sales, registration or admission fees **after** expenses) and all **donations** (monetary gifts given directly for Matthew's House, **outside of/separate from** ticket sales, registration or admission fees) received at your event.

Official tax receipts will only be issued in accordance with the Canada Revenue Agency guidelines. The final decision to issue official tax receipts rests with Communitas Supportive Care Society, which operates Matthew's House. Tax receipts will be issued for gifts of \$10 or more.

Tax receipts for donations will only be issued to the *original* donor. In order to issue a tax receipt, we require the original donor's full name (and middle initial where applicable) address, phone number and the amount donated. Donations, such as Coin Box donations, where there is no information for the *original* donor, cannot be tax-receipted.

Please ensure that all cheques are made out to Matthew's House.

Please do not mail cash. If you have collected cash donations at your event that do not require a tax-receipt (as in a Coin Box, for example), you may bring them to the Communitas Supportive Care Society office, # 103-2776 Bourquin Crescent West in Abbotsford. You may also deposit this type of cash donation in your own bank account and write a cheque to Matthew's House for the total amount. Please note that we cannot issue a tax- receipt for this. (see above).

Privacy Statement:

Matthew's House is committed to protecting the privacy of personal information in our possession, in accordance with the Personal Information Protection Act (PIPA). If you have any questions about our privacy policy simply call us at 604 850 6608 or email info@mattshouse.ca

Communitas Supportive Care Society, which operates Matthew's House, reserves the right to limit/decline a third party event. Questions? Contact Alan Cavin or Laura Ullock at 604 850 6608 or info@matthshouse.ca