

# Third Party Fundraising Guide

## Third Party Fundraising Application

Please complete all sections below.  
Agreement is not valid until signed by both the sponsoring organization AND Manoir Ronald McDonald House Ottawa.



Organization/Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Tel. Business: \_\_\_\_\_ Tel. Home: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Activity/Event Name: \_\_\_\_\_

One Time Event  Monthly/Annual/Periodic (please indicate)

Date(s)/Duration: \_\_\_\_\_

Location: \_\_\_\_\_

Method of generating funds (tickets sales, donations box?): \_\_\_\_\_  
\_\_\_\_\_

Will all revenue be generated at this event be designated for RMHH?  
\_\_\_\_\_

How often will revenue be tabulated, reported and distributed to RMHH?  
\_\_\_\_\_

Estimated Revenue

Projected Revenue: \$ \_\_\_\_\_ (Total income less total cash expenses)

Percentage of Net Revenue Allocated to Ronald McDonald House Hamilton: \_\_\_\_\_%

(Minimum dollar amount, if applicable: \$ \_\_\_\_\_)

### Terms and Guidelines

Please read the following:

- RMH and its Board of Directors retain the right to revoke or terminate any authorization it may give for use of the RMHH name.
- Manoir Ronald McDonald House Ottawa shall incur no costs or liability associated with this event.
- We will make their effort to provide RMHH informational materials for your project or event and to distribute information provided by your event organizer.

- RMH will attempt to provide volunteers to participate in the cheque presentation, but generally cannot supply volunteers for a project or event.

- In order to receive a tax receipt, donors must supply the full name and address of the donor(s) and the donation amount to RMH. Please note that tax receipts cannot be issued to the organizer of the event for the lump sum raised at the event. Also, receipts cannot be issued for donated services, the purchase of tickets (raffle, admission, green fees or auction), sponsorships or when the donor receives something of value in return. Receipts will be issued for all gifts of \$20 and above.

- Raffles, 50/50 Draws, Bingos, Monte Carlos/Casinos must be licensed by the City in which the event is being held in.

- After the project/event is completed, please contact the Executive Director to arrange for a cheque presentation (Carol Houston, 613-737-5523). We ask that all proceeds be delivered to the House within 60 days of the event. If arrangements are not made, the House will make a follow-up call.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

RMH OFFICE USE ONLY

Date Project/Event approved: \_\_\_\_\_

Signature: \_\_\_\_\_