



Hope Lives Here

Stella's Circle Mission and Vision

The Mission of Stella's Circle is to transform lives through Real Homes, Real Help and Real Work. The vision of the organization is a home, a job and a community.

Guidelines for Third Party Fundraising Events

Stella's Circle greatly appreciates your interest in organizing a fundraising event in support of the programs and services of the organization. Stella's Circle defines third party fundraising as "an external fundraising activity run by outside supporters whose proceeds are directed to the Stella's Circle Foundation". The Stella's Circle Foundation is a registered Canadian Charity (charitable registration # 842184871RR0001). The mission of the Stella's Circle Foundation is to raise funds for the programs and services of Stella's Circle.

In accordance to the Canada Revenue Agency (CRA) Guidelines regarding third party fundraising, Stella's Circle has developed these guidelines to ensure that all third party fund raising that benefits the organization adheres to the policies and guidelines set forth by CRA. Please do not hesitate to contact Stella's Circle should you have any questions about these guidelines.

How Stella's Circle can help make your event a success

- Advise on event planning to help you achieve your event goals.
- Event listing on Stella's Circle website and social media platforms.
- Provide approval to use Stella's Circle name and logo when appropriate.
- Provide a letter of support that validates the authenticity of the event.
- Provide guidance regarding third party event and receipting policies set forth by Canada Revenue Agency.
- Issue tax receipts, if applicable, according to Canada Revenue Agency Guidelines.

General Guidelines

- Stella's Circle assumes no legal or financial liability related to the event or planning of the event. Stella's Circle is not responsible for any damages or accidents to persons or property. It is solely the responsibility of the third party event organizer to obtain all necessary permits, licenses and insurance.
- The Stella's Circle logo may only be used with permission from Stella's Circle. Stella's Circle will have the final, signed approval on all promotional materials including brochures, posters, flyers, advertisements, publicity and/or media communications relating to participation in the fundraising event.
- If tax receipts are required, third party event organizer(s) will forward all tax receipt information to Stella's Circle by December 31st of the same calendar year that the event took place.
- The third party event organizer agrees to adhere to all receipting policies as outlined by Canada Revenue Agency.
- In case of event cancellation, the event organizer agrees to contact Stella's Circle as soon as possible.
- The Event Organizers will communicate with Stella's Circle a list of prospective sponsors/donors for the event prior to approach to ensure that Stella's Circle is not

already in cultivation with prospective sponsors/donors (this will avoid a duplicate ask on behalf of the organization).

- Contact with potential sponsors or media must disclose the nature of the third party arrangement and must position Stella's Circle as a recipient of the event proceeds, not the host or sponsor of the event.

Stella's Circle cannot provide the following

- Donor, staff or client lists.
- Permits, licenses or insurance.
- Access to celebrities, sponsors, or participants associated with Stella's Circle.
- Prizes, auction items or awards.
- Promotion or advertising other than online event listings using Stella's Circle accounts.
- Stella's Circle is not responsible for any event expenses and will not offer reimbursement for event expenses under any circumstances.

Donor Privacy

- All information obtained and used by Stella's Circle will be treated with the utmost confidentiality and security in accordance with Stella's Circle's privacy policies. Stella's Circle is committed to adhering to its privacy policies and expects that these requirements be adhered to by the third party event organizer(s) and associated volunteers. The Stella's Circle Donor Privacy Guidelines can be found at the following link:
<http://stellascircle.ca/wp-content/uploads/2018/09/Privacy-Guidelines.pdf>

Overview of Stella's Circle

Stella's Circle provides services to adults who face many barriers to fully participating in their community. Barriers may include mental illness, addictions, trauma, poverty, homelessness, low literacy, criminal justice involvement, and long periods of unemployment.

We offer a variety of participant-focused programs in three core areas:

Real Homes: emergency shelter as well as supportive and affordable housing and housing services to help people find a home;

Real Help: residential, community and correctional-based counselling services to support people through life's challenges; and,

Real Work: education, training and employment opportunities to help people with minimal or broken employment histories enter the work force.

Thank you!

Thank you for believing in the work of Stella's Circle. Together, we *are* making a difference by providing Real Homes, Real Help and Real work to individuals within our community.

Document of Understanding

Organization/Company Name	Contact Full Name and Title
Address	City
	Province Postal Code
Primary Phone #	Secondary/Cell Phone#
E-mail:	
Event Name:	Event Date(s) & Time(s)
Event Location:	Estimated # of Attendees/Participants
Event Description:	
Estimated Proceeds \$	Requested Designated (if applicable)

Stella's Circle and the Event Organization, _____, agrees to the following:

Marketing/Media

- Stella's Circle will provide requested assistance for your event as per the attached guidelines.
- The third party event organizer(s) agrees that it is responsible for making all media contacts and must ensure that it is clear that Stella's Circle is not the organization requesting media coverage and/or participation.

Sponsorship/Fundraising

- Due to donor privacy, Stella's Circle is unable to provide any donor/sponsorship contact list.
- When soliciting sponsorship/donations, the third party event organizer(s) agrees to disclose the nature of the third party arrangement and agrees to position Stella's Circle as a recipient of the event proceeds and not the host or sponsor of the event.
- The third party event organizer(s) agrees to communicate with Stella's Circle a list of prospective sponsors/donors for the event prior to approach to ensure that Stella's Circle is not already in cultivation with prospective sponsors/donors (this will avoid a duplicate ask in support of the organization).
- Stella's Circle will not actively or directly participant in activities which would conflict with the mission and values of The United Church of Canada, as Stella's Circle is an outreach ministry of The United Church of Canada.

Tax Receipting

- Stella’s Circle can issue tax receipts for donations in support of the event in accordance with Canada Revenue Agency guidelines.
- Stella’s Circle agrees that tax receipts will be issued immediately upon receipt of all required information.
- The third party event organizer(s) agrees to provide Stella’s Circle all donor and revenue information 30 days post event with the understanding that in order to issue receipts for the taxation year, all donor and revenue information must be received by December 31st of the current year.
- Stella’s Circle cannot issue tax receipts for in-kind service donations and sponsorships.
- Third party event organizer(s) agrees to accept donations for purposes that is consistent with the mission of Stella’s Circle.
- Third party event organizer(s) agrees to adhere to all receipting policies as outlined by Canada Revenue Agency.

Liability/Accountability/Insurance

- Stella’s Circle assumes no legal or financial liability associated with the third party fundraising event or event organizer(s).
- Stella’s Circle reserves the right to withdraw the use of its name and logo at any time and will not assume any costs that may be involved with doing so.
- Stella’s Circle will not provide insurance coverage for any third party events. Stella’s Circle is not responsible for any damage, theft or accidents to individuals or property as it relates to the third party Event.
- The third party event organizer(s) agrees that for any third party events involving licenses and fees, they are solely responsible to obtain all necessary permits licenses and insurance.

Organizer Name & Title	Organizer Signature	Date (mm/dd/yy)
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Stella’s Circle Staff Name	Staff Signature	Date (mm/dd/yy)
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Tax Receipts

Charitable tax receipting can be an important part of special event fundraising. It is imperative that Stella's Circle handles all issues surrounding the topic of charitable tax receipting appropriately, efficiently, and legally in order to maintain our status as a charitable organization with Canada Revenue Agency (CRA). Stella's Circle is happy to issue charitable tax receipts as long as CRA guidelines are strictly followed.

The following are important to consider when deciding what can be realistically offered with regards to charitable tax receipts for the purposes of your event.

- You must familiarize yourself with the rules and regulations about tax receipts before planning your event.
- The CRA requirements for tax receipting are very detailed and doing the appropriate research can be time consuming, so it is up to you to decide whether or not you want to offer them for the purposes of your event.
- Remember that it is your responsibility to communicate any decision surrounding tax receipting to those who participate in your event, so be sure to discuss details surrounding this issue with a Stella's Circle Fund Development Representative to clarify what you can and cannot offer at your event.
- Donations of funds in the amount of \$10 or more are eligible for an income tax receipt issued by Stella's Circle in the calendar year that they are received by Stella's Circle.
- A tax receipt may be available for a portion of the admission price if a ticket or entrance fee exceeds the Fair Market Value (FMV) of the benefits received. This must be discussed and approved by Stella's Circle well in advance of the event date. In this case, receipts would need to be provided to Stella's Circle as backup for the FMV in order to issue a charitable tax receipt for the FMV of admission.
- A tax receipt cannot be issued for services, including personal or professional services.
- Sponsors are not eligible for tax receipts as they receive a promotional benefit, product or rights as a result of their sponsorship.
- Total funds given to Stella's Circle may not be less than the total amount in tax receipts requested.
- When a tax receipt can be issued, it can only be issued to the actual donor, it cannot be assigned to someone else.
- In order for Stella's Circle to issue a charitable tax receipt to donors of the event, please include the following with the donations to Stella's Circle:
 - * first and last name of the donor
 - * complete mailing address of the donor (including street/PO Box, City and Postal Code)
 - * amount given
 - * amount tax receipt to be issued for
 - * list and value of any benefits received for donation
 - * any other information reasonably required by Stella's Circle as it pertains to charitable tax receipting

- A gift of property other than cash is referred to as a “gift-in-kind.” Stella’s Circle will issue a gift-in-kind charitable donation receipt to donors in accordance to CRA guidelines. Adequate documentation to verify the FMV of the item(s) donated must be provided to Stella’s Circle in order to issue an in-kind tax receipt. Fair Market Value will be established by providing Stella’s Circle with:
 - * A purchase invoice or other proof of purchase of the item
 - * An independent third party appraisal of the item. All costs of appraisal are borne by the Event Organizer(s) and/or donor
 - * A current price list for the items at a recognized commercial enterprise operating independently of the donor

Note: Gift Certificates donated by an originating business are not eligible for a tax receipt.

CRA Tax Receipting Guidelines can be found at the following link:

<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/issuing-receipts.html>