



FUNDRAISING GUIDELINES

1. Any organization/group wishing to use the Lighthouse name or logo on any materials, including advertising must receive the Lighthouse's approval prior to production. Approval shall be in writing and the Logo will be provided by the Lighthouse.
2. Any event that donates a portion of its sales must state exactly how much, either in percentage or specific dollar amounts on the application form.
3. Please be advised that by publicly naming the Lighthouse as the benefactor of your event, you are required to donate the proceeds raised on our behalf.
4. The organization/group running the event agrees to handle all monetary transactions for the fundraising event and to present the proceeds of the event coming to the Lighthouse within 30 days of the event or as agreed in writing with the Lighthouse.
5. The Lighthouse is not responsible for any financial losses incurred in conjunction with this fundraising event. Furthermore, the sponsoring organization/group agrees to underwrite all the costs of the event and to secure such underwriting. No costs shall be incurred by the Lighthouse unless otherwise agreed in writing prior to the fundraising event.
6. The Lighthouse must not be party to any liability coverage without prior knowledge and/or approval by the Lighthouse.
7. The Lighthouse Director of Finance, based on Canada Customs and Revenue Agency guidelines, will review eligibility of proceeds raised by this event for tax receipts. Please note that not all funds raised (or items donated) qualify for tax receipts.
8. It is not customary for the Lighthouse to participate in any door to door or telephone solicitation fundraising initiatives, or to support organizations that wish to do so on our behalf. Written permission will have to be given in advance on a case-by-case basis for this type of fundraising.
9. The Lighthouse is willing to assist with your event with promotional pamphlets/pledge forms and ideas/advice also a letter of support, with our Charitable Registration Number, to validate the authenticity of the event and its organizers. However, the responsibility remains with the host group for selling tickets and volunteer recruitment for the specific event.
10. The Lighthouse does not trade, sell or exchange in any way, donor/volunteer lists or biographical information, and abides by the Freedom of Information and Protection of Privacy Act.

Any questions, please feel free to contact DeeAnn Mercier at 306-653-6665 or deeann.mercier@lighthousesaskatoon.org