

Policies and Guidelines for Independent Third-Party Fundraisers

In accordance with revenue Canada guidelines and for the benefit of Epilepsy Ottawa and the Third-Party Fundraiser Organizer, Epilepsy Ottawa has established the following:

Policies

Third-Party Fundraisers are required to:

- Be consistent with the mission and values of Epilepsy Ottawa.
- Maintain a positive presentation and give Epilepsy Ottawa positive exposure and increased public awareness.
- Benefit Epilepsy Ottawa operations and programs.

Guidelines

1. Epilepsy Ottawa Brand

It is important for Epilepsy Ottawa to maintain brand integrity and consistency in dealing with the public. Epilepsy Ottawa requires Third-Party Fundraisers organizers to follow these branding guidelines:

- **Epilepsy Ottawa Name**
We are Epilepsy Ottawa in English communications and Ottawa Épilepsie in French communications. In any promotion materials, please refer to us as such. Epilepsy Ottawa should be listed as the beneficiary, not as a supporter or sponsor.
- **Logo and Logo Use**
Epilepsy Ottawa's logo is the sole property of Epilepsy Ottawa and therefore, its used only with the expressed permission of Epilepsy Ottawa. Epilepsy Ottawa reserves the right of final approval of any event materials containing the logo.

2. Epilepsy Information

Please ask Epilepsy Ottawa to provide epilepsy information (facts, infographics, etc.) if you wish to include epilepsy education as part of your fundraiser. This helps ensure that information provided is accurate and up-to-date.

3. Photographs / Feedback from Third-Party Fundraisers

We encourage you to share photographs of your fundraiser with us so we can celebrate your fundraising achievements. You can email photos to jamie@epilepsyottawa.ca. If you do send us photos, Epilepsy Ottawa reserves the right to display any photos or quotes from individuals participating in events or third-party fundraisers to be displayed on Epilepsy Ottawa website, Facebook page, bulletin board, posters, brochures and/or promotional materials.

Tax Receipts and Gift Acknowledgements

Online Donations

If you launch a third-party fundraiser through our website (<https://www.epilepsyottawa.ca/get-involved/create-your-own-fundraiser>), donors who make a donation of \$10 or more through the online fundraiser will receive a charitable tax receipt by email.

Donors who make a donation of \$10 or at www.epilepsyottawa.ca/donate will receive a charitable tax receipt by email.

Offline Donations

Epilepsy Ottawa may provide receipts for income tax purposes, for donations to the third-party fundraiser when proper documentation is provided and if said donations are deemed receiptable by Revenue Canada. Epilepsy Ottawa reserves the right to issue or not issue any receipts at its sole discretion.

A tax receipt is given to people who make a personal donation to a registered charity. The donation must be made directly to Epilepsy Ottawa (i.e. cheques payable to Epilepsy Ottawa) and without personal return. One will not get a tax receipt for purchasing a ticket to an event, buying an auction item or raffle ticket, etc. Third-Party Fundraisers will not receive a tax receipt for passing along a donation.

We require the following information to properly process a tax receipt:

- Donor's Name
- Donor's Address (including postal code)
- Donor's Email Address
- Amount of Donation

Epilepsy Ottawa is happy to provide tax receipts for eligible donations of \$10 and over. Processing tax receipts takes 4 -6 weeks after the donation and donor information has been received by our office. You can complete the handy form on the final page of this document and email it to jamie@epilepsyottawa.ca or mail it in with the offline donations.

How to submit offline Third-Party Fundraiser donations

1. Drop off or mail cheques and cash to 207-211 Bronson Ave., Ottawa, ON K1R6H5
OR
2. Transfer funds by credit card at <https://revenue-can.keela.co/eo-third-party-fundraisers>.

Gifts In Kind

Gifts In Kind are gifts of property, other than cash and marketable securities. These include (but are not limited to) gifts of supplies, equipment, books, artwork. Gifts in Kind **not eligible** for tax receipts include gifts of professional/personal service of an individual, gifts by a company of its principal product or service, donation of old clothes or furniture, etc. For more information on Gifts and Income tax, you can visit the Canadian Revenue Agency's website at <http://www.cra-arc.gc.ca/>.

Thanks again for raising funds for Epilepsy Ottawa!

Offline Donor Information Form

Organizer's Name: _____

Third-Party Fundraiser Name: _____

Organizer's Email: _____

How did you transfer the funds? Mail Drop off Online

	Donor's Name	Address, City, Province, Postal Code	Email Address	Donation Type	Donation Amount
1				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	\$
2				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	\$
3				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	\$
4				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	\$
5				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	\$
6				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	\$
7				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	\$
8				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	\$
9				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	\$
10				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	\$
11				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	\$
12				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	\$
Please make cheques payable to Epilepsy Ottawa.				TOTAL	

Donations of \$10 or more are eligible for a charitable tax receipt if full name, address, and the amount of the donation are provided on this form. Phone numbers will only be used if we require clarification in order to issue a receipt. Donations of \$10 or more made online will automatically generate electronic receipts and should not be included on this form.

Epilepsy Ottawa is a not-for-profit registered charity dedicated to improving the quality of life for those living with epilepsy or seizure disorders and those closest to them through support services, education, advocacy, and on-going public awareness. For more information about the agency and epilepsy, visit www.epilepsyottawa.ca. Charitable Registration Number: BN 14075 5869 RR0001