



Community Events Toolkit

**Everything You Need to Know
About Helping the Children's
Hospital Foundation of Manitoba**



We are the Children's Hospital Foundation of Manitoba

WITH YOUR HELP, WE SUPPORT AND IMPROVE HOSPITAL AND CHILD HEALTH CARE SERVICES ACROSS MANITOBA.

Last year, over 130,000 children from all over Manitoba, Northwestern Ontario and Nunavut relied on HSC Winnipeg for care. It is a critical piece of our community.

Do you have the desire to make a difference? Let's do it together! The Children's Hospital Foundation of Manitoba relies on the generous support of our community and you can have a major impact on child health care and research.



130,000
visits to the
Children's Hospital



15+ programs
benefiting over
40,000
children

YOUR
SUPPORT
HELPS
FUND

230+
research
projects

140
pieces of
specialized equipment



Create Your Community Event

FUNDRAISING OPPORTUNITIES ARE AS LIMITLESS AS YOUR IMAGINATION!

- Bake sale
- Card tournament
- Fitness challenge
- BBQ
- Holiday, birthday or anniversary celebration
- Cause marketing
- Social
- Sport event or tournament
- Fun run or walk



“To anyone that is interested in having a fundraiser for the foundation, do it! What are you passionate about? Take that passion, and turn it into a fundraiser. It will take that passion to a new level, and it will make fundraising fun and seem effortless.”

- Brad Porath, KidFish

Get Started

1. Register your event

It's easy, visit goodbear.ca/MyEvent to apply online and get your event registered with us.

2. Set a Goal

Setting a goal gives your event something to strive for and creates community engagement. We have several tools to help you like the Pledge Donation Form and Budget Template.

3. Plan

Does your event require a special permit, contract, license or insurance? You may need to obtain a license depending on the type of event. If your event has a lottery or raffle, you will need to ensure the appropriate license is acquired.

4. Promote

Promoting on social media is free and an easy way to get the word out about your event! Be sure to tag us [@chfmanitoba](https://twitter.com/chfmanitoba) so we can share and help you promote your event. You can also promote your event to the media; visit our media toolkit to help you.

5. Celebrate and have fun!

Have fun at your event knowing you are making a difference in the lives of sick & injured kids in Manitoba. For photo opportunities and cheque presentations, contact us post-event!



**For further information,
please contact us at
info@goodbear.ca.**

Other Information

Liability

The Foundation assumes no financial or legal liability associated with volunteer-organized events and is not responsible for any resulting damage, loss or injury. The Foundation does not insure any community volunteer organized fundraisers. It is the responsibility of volunteer organizers to procure the necessary insurance coverage, licenses, and permits, and that they are compliant with all relevant legal requirements. Such documents must be in the name of the organizer and not The Foundation.

Financial

The Foundation shall be entitled to 100 per cent of the charitable portion raised for the Foundation. This amount is equal to the total event proceeds less any direct expenses generated by the event. In the event that multiple charities are being supported, please ensure it is clear on all promotional materials. The Foundation will not provide financial assistance and will not be responsible for any expenses and/or losses incurred by the event. All net funds should be submitted to the Foundation within 30 days after the conclusion of the fundraiser. In the event that you cannot meet the deadline, please contact our office. A detailed, accurate, and up-to-date accounting record of all event proceeds and disbursements must be prepared and provided to the Foundation upon request.

Charitable Tax Receipt Guidelines

The Foundation, like all other registered charities, must adhere to the Canada Revenue Agency (CRA) Income Tax Act when issuing charitable tax receipts. A sample of these regulations is provided below. To learn more about charitable tax receipts visit cra-arc.gc.ca or contact our office at 204-594-5323, as we are happy to answer your questions directly. Issuing inappropriate charitable tax receipts can put our charitable status in jeopardy. Please do not promise any kind of receipt without first discussing it with The Foundation. It is important that you understand the rules about tax receipts BEFORE you plan your fundraiser. It is your responsibility to communicate decisions surrounding tax receipts to the event participants. Please be sure you have discussed the situation with the Foundation and that you are clear about what can be receipted.

In general, a gift is made and a receipt may be issued if all three of the conditions listed below are satisfied:

- Some property, either in the form of cash or a gift-in-kind, is transferred by a donor to a registered charity and the value of the gift can be determined.
- The property is given voluntarily
- There is a clear intent to donate

533A - 715 McDermot Ave. Winnipeg, Manitoba, Canada R3E 1M6
(204) 594-5323 or 1-866-953-KIDS (5437)
CRA Charitable Registration Number 11885 2490 RR0001.



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