



# ORIENTEERING C A N A D A

## **Fundraising by Provincial and Territorial Associations and their Member Clubs**

This policy deals with the issuing of charitable receipts for fundraising done by the by the Provincial and Territorial Orienteering Associations (PTOAs) and their member clubs.

Orienteering Canada will issue a charitable donation receipt for funds solicited for local projects subject to the following:

1. The project must receive prior approval from Orienteering Canada before donations are solicited. Requests should include the PTOA/club name, description of the project and estimated project costs. The project will only be approved if it is an allowed charitable activity. Requests for a fundraising project should be sent to [finance@orienteering.ca](mailto:finance@orienteering.ca).
2. Any promotion or advertising done by the PTOA or club must include Orienteering Canada as the fundraiser/sponsor.
3. The donation must be sent to Orienteering Canada along with the completed donation form. The form is available on Orienteering Canada's website.
4. Charitable receipts will only be issued by Orienteering Canada.
5. Receipts will only be sent for donations in the amount of \$10.00 or more.
6. Donations must be unconditional in order to receive a charitable receipt. The donor can give suggestions on how they would like to see the money spent but Orienteering Canada is under no obligation to follow that suggestion.
7. Invoices for the project must be submitted to Orienteering Canada and Orienteering Canada will pay the supplier directly.
8. Orienteering Canada provides the above as a service to the PTOAs and clubs. Projects that raise \$250 or more will not be charged any administrative fees by the COF. Projects that raise less than \$250 will receive 60% of the donations.