



## Ronald McDonald House Charities® Atlantic Community Fundraising Guidelines and Procedures

On behalf of families from all over the Maritimes, thank you for your interest in hosting a fundraiser in support of Ronald McDonald House Charities® (RMHC®) Atlantic. In order to ensure a successful fundraising venture, please read through and adhere to the following **RMHC Atlantic Fundraising Guidelines and Procedures**. These guidelines are intended to be a useful resource to you as you plan your event while also helping RMHC Atlantic manage community fundraisers in a productive and successful manner for all parties involved.

Any questions can be directed to **902.429.4490** or **[fundraising@rmhcatlantic.ca](mailto:fundraising@rmhcatlantic.ca)**.

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1. The mission of Ronald McDonald House Charities Atlantic is to help families with sick children stay together and near the medical care they need. Please keep this mission in mind when planning your event.
2. Please fill out the **Fundraising Event Form** and return it to RMHC Atlantic at least two (2) weeks prior to your event.
3. The use of the RMHC Atlantic name and/or logo is reserved for events that receive approval through the above mentioned Fundraising Event Form.
4. All promotional materials for your event that include the RMHC Atlantic name and/or logo must be approved before they are used or sent to the public.
5. RMHC Atlantic is waived from all financial and other claims due to third party's negligence. Should the event be canceled, proceeds should be considered donations to RMHC Atlantic or be returned to supporters.
6. Events involving athletic or other potentially risky elements (horseback riding, hot air balloons, dunk tanks, etc.) may not be approved without the appropriate insurance coverage and participant waivers.



7. RMHC Atlantic can support you through:
  - a. Providing organization material prior to or at your event.
  - b. Providing a letter of authorization to be used to validate the authenticity of the fundraiser and its organizers.
  - c. Sending an organizational representative to your event, pending availability. All requests should be included on your Fundraising Event Form.
  - d. Scheduling a private tour of our House or presentation to your group upon request. All requests should be included on your Fundraising Event Form.
  - e. Approved events may be eligible for promotion through RMHC Atlantic's social media platforms
  
8. You are responsible for the timely transfer of funds/gifts collected at the event. We ask that this transfer be completed within thirty (30) days after the event. All cheques should be made payable to Ronald McDonald House Charities Atlantic and mailed to:

Ronald McDonald House Charities Atlantic  
5151 Terminal Road, Suite 1001  
Halifax, NS B3J 1A1

To ensure donations are properly tracked, please include the name of the fundraiser on the memo line or other documentation along with the cheque. Donations can also be submitted via credit card, cash, or e-transfer.
  
9. Participants of third party events can receive a charitable tax receipt for donations over \$20, less the advantage, provided they include their personal information on the **Pledge Form**. Third Party events are not eligible.

Please initial that you have read the above guidelines:

**Thank you for supporting Ronald McDonald House  
Charities Atlantic!**