

Habitat for Humanity - Saskatoon

Third Party Donation Toolkit

What does Habitat for Humanity do?

Habitat for Humanity helps low income working Saskatoon families achieve the dream of affordable home-ownership.

Habitat for Humanity does not give away homes – we provide a hand up, not a hand out. The homes we build are purchased by partner families with interest-free mortgages. Monthly mortgage payments are adjusted to 25% of monthly income to ensure that homes are affordable to our families.

Before a family is placed in their home, each partner family must complete 500 volunteer hours. We refer to this as 'sweat equity', and it acts like a down payment.

Vision

Habitat Saskatoon sees a community where everyone has a safe and decent place to live

Mission

To mobilize volunteers and community partners in building affordable housing and promoting home ownership as a means to breaking the cycle of poverty.

Values

Housing for All: We believe that access to safe and decent housing is a basic human right that should be available to all people.

Human Dignity: We respect and believe in the worth and dignity of every human being. We recognize the people we serve and those that help us in this effort as our greatest resource.

Partnerships: We believe we can best achieve our mission through meaningful and mutually beneficial partnerships with others.

Faith in Action: We believe that faith is lived through action. We serve others in a spirit of justice and compassion.

Diversity and Inclusiveness: We believe there is a role for everyone committed to our mission, vision and values and we seek to enrich our organization through diversity.

History

Every 15 minutes, a Habitat for Humanity home is dedicated to a family somewhere around the globe.

Habitat for Humanity started in 1976 in Americus, Georgia. Since then it has spread to 92 countries around the world.

The first Habitat in Canada started in 1985 in Winkler Manitoba and has developed into 72 Canadian affiliates in every province and one territory. We are all independent charities with a national office that provides support services and organizes opportunities for us to share information and ideas with other affiliates across Canada.

To learn more about the history of Habitat for Humanity check out Habitat for Humanity Canada's [website](#).

Habitat Saskatoon is a small part of a huge movement. In 2010 our Board of directors reaffirmed the vision, mission and values that focus the work that we do in Saskatoon.

Fundraising Collaborators

Never doubt that Saskatchewanians are generous and creative people! From concerts to golf tournaments, galas to ping pong and BBQ's to recitals, individuals, organizations and corporations have found dozens of different ways to support Habitat in our communities.

Third Party Event Ideas

There is no limit to creativity when brainstorming ideas for successful third party events. Engage your creative resources and encourage your team to think BIG. Here are just a few ideas to consider:

Auction	Date Auction	Photo Outing
Arts and Crafts Sale/Show	Dinner Party	Poker Tournament
Balloon Pop	Donations in Lieu of Gifts	Proceeds from Sales
Battle of the Bands	Face Painting	Raffle
Benefit Dinner	Fashion Show	Rummage Sale
BBQ	Fishing Derby	Run/Walk/Ride
Bingo Night	Flower Sale	Scavenger Hunt
Book Sale	Garage Sale	Sporting Events
Bowling Tournament	Golf Tournament	Tailgate Party
Casino Night	Grand Opening	Ticketed Event
Cocktails for a Cause	Jail'n Bail	Traditional Gala Event
Car Wash	Kickball/Softball Tournament	Wii Tournament
Carnival/Festival	Loonie/Twoonie Drives	Wine Tasting
Concert/Play	Monthly Giving Campaign	Work Department Challenge
Concession Stand	Pet Wash	Work Event
Craft Sale	Pledged Events	

Special Fundraising Note

Matched Gift: Why not double your fundraising efforts! Before you start coordinating your event, check to see if your employer has a "matching gift" program. A matching gift is a charitable gift directed to a charity by a matching donor under the condition that the original donor makes the first gift. Many employers sponsor matching gift programs and will match any charitable contributions made by their employees.

Success Tips:

Your event is what you make it, so have fun with it! Here are some steps to assist in your coordination:

- Step 1: Choose your event idea
- Step 2: Pick date/time of the event
- Step 3: Create budget
- Step 4: Create work plan and set deadlines for tasks
- Step 5: Promote your event

Fundraising Guidelines

1. Habitat Saskatoon encourages fundraising events that are compatible with our mission, vision and values. Prior approval to host a third party donation process **is required**. Approval is based on the type, theme and financial viability of the event or donation process. Habitat Saskatoon reserves the right to withhold the use of its name and logo from any event, initiative, promotion, performance or presentation it feels is inappropriate.
2. To conduct a fundraising event or donation request, we ask that you complete and send in the *Third Party Donation Application Form* at least 15 days prior to your event.
3. Any organization/group wishing to use the Habitat Saskatoon name or logo on any materials, including advertising, must receive prior approval from the Habitat Saskatoon.
4. All promotional materials **must** state that your event or donation drive is “in support” of Habitat Saskatoon and is not an official Habitat Saskatoon event or donation process.
5. Taking commission, for any purpose, on funds raised as part of a third party event is prohibited.
6. The third party organizer is responsible for meeting all municipal/provincial or federal standards and fulfill all legal authorization(s), permit(s), license(s), precaution(s) and/or general liability insurance required to organize the event. Habitat Saskatoon must not be party to any liability coverage without prior knowledge and/or approval. Habitat Saskatoon accepts no legal responsibility and cannot be held liable for any risk, injury or otherwise.
7. Habitat Saskatoon agrees to provide the sponsoring organization/group with appropriate recognition as set forth in our *Donor Recognition Policy*.
8. The third party organizer will be responsible for all costs related to the event or donation ask, and will handle all monies until the official donation is submitted to Habitat Saskatoon. Event or donation process expenses are to be deducted before sending proceeds to Habitat Saskatoon. Habitat Saskatoon shall incur no costs unless otherwise agreed in writing prior to the event or promotion.
9. The sponsoring organization/group agrees to handle all monetary transactions for the special event or promotion and to present the proceeds to Habitat Saskatoon within 15 days of the event or as agreed in writing with Habitat Saskatoon.
10. When tax receipts are requested, the third event organizer is responsible for collecting the names, addresses and contact information of all donors, and is required to mail the appropriate materials to Habitat Saskatoon within 15 days of the conclusion of the event or donation ask.
11. Habitat Saskatoon issues official income tax receipts in accordance with Canada Revenue Agency guidelines. Refer to *Tax Receipting* for details.

12. Involvement of Habitat Saskatoon staff and volunteers will be at our discretion and will be based on availability, location and the nature of the event or promotion.
13. The third party organizer agrees to ensure that all materials borrowed are returned promptly and in the same condition they were received. The organizer agrees to accept responsibility for damage or loss of materials borrowed from Habitat Saskatoon.
14. Habitat Saskatoon will not be responsible for mailing materials to attendees/participants or volunteers, other than the mailing of applicable tax receipts.
15. The third party organizer must send a complete accounting of all income and expenses associated with the event to Habitat Saskatoon. By publicly naming Habitat Saskatoon as the beneficiary of your initiative, you are required to donate the net proceeds to us within 30 days of the event or donation ask completion.

Please send a cheque made payable to:
Habitat for Humanity Saskatoon
320 21st Street West
Saskatoon, SK, S7L 4E6
Attn: Mark Soloway

Obtaining a Raffle License

According to the Saskatchewan Liquor and Gaming Authority, a raffle is a lottery event in which prizes are awarded based on a random draw of tickets purchased by players. Only licensed charitable or religious organizations can conduct raffles.

If the following three elements are present, a raffle license is required:

- Tickets are sold (consideration)
- Random chance to win (chance)
- Prizes are awarded (prize)

Some common examples of raffles requiring a license are:

- 50/50 draw
- Prize draw
- Football squares

If any of the three required elements (consideration, chance, and prize) is not present, the contest or draw may not require a license. For example, the following do not require a raffle license because skill is involved, rather than a random chance to win:

- Silent auction
- Jelly bean counting contest
- Hole-in-one putting contest

Habitat Saskatoon is eligible to obtain a raffle license for a total ticket value of \$10,000 and less. Habitat Saskatoon will supply your event with a raffle license provided you have given us the following information at least 60 days prior to your event:

- Draw format (i.e. 50/50, prize draw, etc.)
- Draw date
- Draw location (i.e. Bessborough Hotel, Saskatoon)
- Ticket colour
- Unit price (i.e. 1 ticket for \$3, 3 tickets for \$5)
- Ticket quantity
- Total value (amount must not exceed \$10,000)
- Prize description(s)
- Retail value of each individual prize

Please note that the Saskatchewan Liquor and Gaming Authority requires that all raffle tickets must be collected at the event and handed in to Habitat Saskatoon to be kept for two years after the event.

To request a raffle license, please contact the Resources Development Coordinator by phone at 306.361.6020 or by email at mark@habitatsaskatoon.ca.

Tax Receipting

What will Habitat Saskatoon provide a tax receipt for?

Habitat Saskatoon adheres to the Canada Revenue Agency (CRA) Income Tax Act when issuing charitable tax receipts. To learn more about charitable tax receipts, please visit <http://cra-arc.gc.ca>. Issuing inappropriate charitable tax receipts can put our charitable status in jeopardy.

Under CRA guidelines, a “gift” is a:

Voluntary Transfer of Property with a conscious desire to make a gift (as distinguished from giving something for nothing by mistake or under pressure).

- Voluntary – given of free will (not compelled, not court ordered, etc.)
- Transfer – from donor to charity/qualified done (complete transfer)
- Property – cash or gifts in kind (not services)

Habitat Saskatoon will provide a tax receipt for the following:

- Direct personal or corporate donations of \$20 or over (unless otherwise requested by the donor)
- In-kind donations where fair market value is easily determined
 - Tickets (sporting events, theatre, ballet, etc.) where the value is either noted on the ticket or a payment receipt is provided.
 - Air miles or payment of flights (again, proof of payment must be provided)
- Gifts of artwork provided the artwork has been appraised by a third party appraiser – appraisal must be included with the donation

- Gifts of shares

- Bequests
- Life insurance premiums
- Monthly donations (donor will receive one cumulative income tax receipt at the end of the calendar year)

Habitat Saskatoon cannot provide a tax receipt for the following:

- Gifts of promises or pledges (for example, gift certificates donated by the issuer, hotel accommodation)
- Payment of basic fee for an event
- Gifts where the value or benefit of the donation cannot be determined
- Lottery or raffle tickets
- Donations of services (time, skills, or efforts) or loans of property, use of a timeshare or lease of premises
 - Donations of services will only be receipted when a 'cheque exchange' takes place. This means that the party who donated a service would invoice Habitat Saskatoon for the cost of the services. Habitat Saskatoon would then issue a cheque for the services. If the service provider should choose to donate these funds back to Habitat Saskatoon, then Habitat Saskatoon can issue a tax receipt for the amount of the donation.
 - Two distinct transactions must take place:
 - A person provides a service to Habitat Saskatoon and is paid for that service, and
 - That same person makes a voluntary gift of property to Habitat Saskatoon
- Funds or gift in kind is from another qualified donor (gifts from other registered charities, or non-profit organizations)
- Name of true donor(s) cannot be determined (for example, bottle collection from several parties, donation bins, etc.) – one person cannot benefit from gifts made by multiple donors
- Gift is directed to a specific person or family unless Habitat Saskatoon has already decided that person or family is the recipient of the charitable program and Habitat Saskatoon has full discretion to reallocate funds and the person or family is arms-length from the donor
- Rent-free space
 - One of the criteria for a gift is that there be a voluntary transfer of property
 - With rent free space or accommodation, no property is being transferred – instead, use of the building is being provided. Since no property is transferred, no “gift” is made and a tax receipt for the value of the loan of property cannot be issued
- Court ordered donations (donations made as a condition of parole)
- Gifts intended for another organization
- Donations of items for auction (unless pre- approved by Habitat Saskatoon)
- Sponsorships

Frequently Asked Questions

Will Habitat Saskatoon help organize?

Our priority is to focus our resources on building affordable homes in Saskatoon, volunteer recruitment and development of our relationship with community partners. We have created this *Third Party Donation Toolkit* to help you start planning your event.

Is Habitat Saskatoon able to support any third party expenses?

It is the responsibility of the organizers to create a budget and manage it accordingly for all expenses.

Can Habitat Saskatoon provide volunteers for a third party?

It is the responsibility of the event organizers to recruit, train and manage all volunteers. However, during the development of the event, contact the Director of Resources Development & Marketing by phone at 306.361.6020 or by email at mark@habitatsaskatoon.ca.

Can Habitat Saskatoon provide sponsorship contacts to support third party?

Habitat Saskatoon cannot solicit sponsors or provide sponsor/donor lists for third party. It is the responsibility of the organizer to request support from individuals or businesses to underwrite costs.

Who is responsible for all liability and legal risks associated with my event or donation ask?

Habitat Saskatoon will not be responsible for any damage or accidents to any persons or property; we will not assume any legal or financial liability caused before, during or after the event. Depending upon the nature of the third party event or donation ask, the organizer may be required by Habitat Saskatoon to submit proof of general liability insurance in the amount of \$1,000,000 or such other amount which covers any damage or accidents to persons or property arising out of the third party event. In acquiring insurance for an event, it is the responsibility of the organizer to apply and obtain such documents in the name of the individual, organization or business coordinating the event. Habitat Saskatoon will not sign any contracts with vendors or suppliers. It is advisable that you seek guidance and direction from your own insurance broker on this matter.

Will Habitat Saskatoon help promote third party events or donation asks?

Yes, we will include it in our monthly newsletters, and will post it on the events section of our website as well as Facebook and Twitter. Any additional promotion is up to the event organizers. All publicity for the proposed event must be approved by Habitat Saskatoon prior to being printed and/or released, including: web content, press releases, and printed materials. Please forward all content for approval at minimum 10 days in advance of release to the Director of Resources Development & Marketing by phone at 306.361.6020 or by email at mark@habitatsaskatoon.ca.

How do I send the proceeds to Habitat Saskatoon?

Funds raised by a third party should be made payable and turned into Habitat Saskatoon no later than 14 days after the event. It is preferred that all funds raised are deposited into one account and a cumulative cheque is written to Habitat for Humanity Saskatoon. You can also request to utilize Habitat Saskatoon's online donation system to process, credit card and debit card payments. If Habitat Saskatoon provided the event with a raffle license, the license and paperwork will need to be returned

to Habitat Saskatoon immediately following the event or donations ask. Funds raised by the raffle can be included in the cumulative cheque, but Habitat Saskatoon will need to know the specific amount raised by the raffle to ensure proper reporting to The Saskatchewan Liquor and Gaming Authority. Cash funds must be turned in to Habitat Saskatoon no later than 3 days after the event. Cash must be in a sealed envelope, counted, with a count sheet detailing the funds included. Please make cheques payable to:

Habitat for Humanity Saskatoon
320 21st Street West
Saskatoon, SK, S7M 4E6
Attn: Mark Soloway

Can I use the Habitat Saskatoon logo and how do I get it?

Yes, please complete the appropriate checkbox on the *Third Party Donation Application Form*, and the logo will be emailed to you.

Can Habitat Saskatoon provide print and promotional/display materials?

Habitat Saskatoon can provide print materials about our programs and services. We may also be able to provide banners, subject to availability. Please provide us with all requests for Habitat Saskatoon materials a minimum of 10 days prior to your event by email to the Resources Development Coordinator by calling 306.361.6020 or email mark@habitatsaskatoon.ca

Do I need any licenses to host an event? (Raffle, liquor, etc.)

Habitat Saskatoon will assist the organizers with raffle licenses. Please see the detailed information in *Fundraising Guidelines* and *Obtaining a Raffle License*. Any additional licenses required such as liquor licenses, etc. are the responsibility of the event organizers. You must be able to provide proof of adequate licenses to Habitat Saskatoon.

Will I have access to Habitat Saskatoon's media contacts?

It is the responsibility of the event organizers to promote their own events. However, you can make a media contact request to Habitat Saskatoon by calling 306.361.6020 or mark@habitatsaskatoon.ca

If I have a silent auction at my event, how do I get items for the auction?

It is the responsibility of the event organizer to solicit for prizes to support your event. We can provide a letter from Habitat Saskatoon authenticating your event to support your solicitation efforts. If you require a letter from Habitat Saskatoon authenticating your event, please email your request to the Resources Development Coordinator by calling 306.361.6020 or email mark@habitatsaskatoon.ca

There are many ways to build your live and/or silent auction:

- 1) Donated Items - Create an ask letter to send to various companies requesting items for your auction that is in support of Habitat Saskatoon.
- 2) Auction Houses – There are companies that build inventories of items for silent/live auctions, such as sports memorabilia, music collectables, etc. You are typically only required to pay for items that sell, and can return any items that don't. Reminder: Set minimum bids for these items to ensure that you are selling them for more than you are paying for them.
- 3) Purchased – You always have the option of purchasing items for the auction, however, the cost of these items are the responsibility of the organizers.

Third Party Donation Application Form

Event Name: _____

Date: _____ Time: _____

Location (Address/Facility/City): _____

Contact Name: _____ Contact Phone: _____

Contact Address: _____ Postal Code: _____

Contact Email: _____

Fundraising Goal: _____ Expected Number of Attendees: _____

Description: _____

A Habitat Saskatoon representative is required to be part of the donation process.

Name of Habitat Saskatoon Representative: _____

Have Been In Contact Will Be In Contact Please Contact Me

Additional details: _____

Would you like to use the Habitat Saskatoon logo on donation promotional material (circle one)? If Yes, it will be emailed to you at the above email address: Yes / No

Would you like to use the Habitat Saskatoon's Donation Platform for to collect donations (circle one)? If Yes, lead time is required to set up the system for your event: Yes / No

ACKNOWLEDGMENTS

I acknowledge that Habitat Saskatoon reserves the right to withdraw its name and association from the Donation Process at any time. I acknowledge that I have read and understand the information contained in the Habitat Saskatoon Third Party Donation Toolkit and will adhere to all of Habitat Saskatoon's Fundraising Guidelines (page 3 – 4).

Applicant Name

Applicant Signature

Date

Habitat Saskatoon Staff Name

Habitat Saskatoon Staff Signature

Date

Return form to mark@habitatsaskatoon.ca