



Independent Fundraising Event Guidelines

- Permission to use the CMHA Cochrane-Timiskaming name and logo must be received prior to use by event organizers. All promotional materials must be approved by CMHA-CT prior to distribution.
- Event names should appear as (golf tournament, BBQ, car wash etc.) *in support of the Canadian Mental Health Association Cochrane-Timiskaming Branch*. Events names like “Canadian Mental Health Association BBQ” cannot be used. CMHA Cochrane-Timiskaming is not to be named as a sponsor or co-sponsor of independent fundraising events.
- The event organizer is responsible for providing the staff and volunteer support that is required for the fundraising activities. When possible, CMHA-CT may be able to assist with volunteers.
- The event organizer will obtain all necessary permits and insurance for the proposed event.
- The funds to be donated to CMHA-CT must be clearly stated on the promotional materials. For example:
 - All proceeds go to the “Canadian Mental Health Association Cochrane-Timiskaming Branch”
 - A portion (ex. 50%) of the ticket price will be donated to the Canadian Mental Health Association
- The event organizer agrees to handle all monetary transactions and present the proceeds to CMHA-CT no more than 30 days after the event with the completed Financial Summary Form.
- CMHA-CT is not responsible for any financial losses incurred in the event. CMHA-CT will not be held liable for any damage, risk, and injury or otherwise with this event.
- Charitable donation receipts will only be issued in accordance with the Canada Revenue Agency guidelines. The final decision to issue official donation receipts rests with CMHA Cochrane-Timiskaming. Not all funds qualify for tax receipts. Please clarify details of your event and the receipts you would like to offer with CMHA-CT prior to your event.