YOUR GUIDE TO ORGANIZING
A FUNDRAISING EVENT
for the Montreal Children’s Hospital
Organizing a fundraising event for the Montreal Children’s Hospital

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Designation of funds
Inspiring story

Planning

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THANKS A MILLION FOR ORGANIZING AN EVENT TO RAISE FUNDS FOR THE MONTREAL CHILDREN’S HOSPITAL.

Every year, the Montreal Children's Hospital treats nearly 7000 children, and relies on its Foundation to meet its most urgent needs. The Montreal Children's Hospital Foundation is among the three largest hospital foundations in Quebec. About 200 events are held annually to benefit the hospital, and are responsible for nearly 20% of the total funds raised each year. The Foundation is a responsible steward of donor money and has consistently received top marks from MoneySense Magazine’s Charity 100 rankings for its efficiency in managing donations and for the excellence and transparency of its governance.

THE CAUSE
Whether someone you care about has been treated at the Children’s, or you simply want to give back to the community, support a project that inspires you, contribute to improving care for young patients, or support research, the Montreal Children's Hospital Foundation welcomes your initiative with open arms.

Our pediatric hospital centre offers a vast spectrum of specialized and ultra-specialized care. With 260 physicians and surgeons, and nearly 1500 members of the nursing and paramedical staff, the Montreal Children's Hospital is know worldwide for the quality of care its medical team provides. Nearly 300 residents, fellows, and students are trained at this university hospital every year. Over the years, the hospital has become renowned for its breadth of expertise across diverse disciplines, specifically cardiology and cardiac surgery, trauma, neurology and neurosurgery, developmental pediatrics, and mental health.

YOUR DONATIONS
Thanks to your generosity, we’re able to:

➤ Meet the hospital’s most urgent needs
➤ Fund innovative healthcare programs and purchase state-of-the-art equipment
➤ Fund research leading to new discoveries and medical advances
➤ Fund training programs, award fellowships, and offer countless opportunities for continuing education

DESIGNATION OF FUNDS
One of the best ways to help the Montreal Children's Hospital is to designate your donation to the Healthy Kids Fund. This fund allows the hospital to meet its most urgent needs, and is constantly in need of new sources of revenue. When you designate funds to the Healthy Kids Fund, you’re helping to make sure kids get better care, whether it’s by repairing broken equipment, paying for training, important projects, etc. You also have the option of designating your donation to a particular unit of care, a specific department, or to teaching or research.
THE RUVO COUSINS:
A FUNDRAISING DYNAMIC DUO

Four-year old Stefano Ruvo lives with a rare genetic disorder that impedes his ability to breathe and to digest. He needs a feeding tube and night-time ventilator support – assistance he now gets at home through the Complex Care Service of the Montreal Children's Hospital.

“Behind Stefano is a story that will inspire us,” says his grown-up cousin and fundraiser-extraordinaire, Jennifer Ruvo.

“There’s nothing more rewarding than raising funds to help families provide the very best care for their children,” Jennifer asserts. “Everything I do comes from the heart. That’s why I work so hard to achieve amazing results.”

As a young adult, Jennifer is already a practiced hand at fundraising on behalf of the Montreal Children's Hospital. “It gets easier every year,” she notes.

One of her favourite events is Brunch with Santa, a family event held in December. Along with an enormous buffet, there’s also a candy bar, hot chocolate and David’s Tea counter, and dessert table. To top it all off, there’s a face-painting station, a DJ, and the much-anticipated visit from Santa, who hands out gifts and poses for photos with his wide-eyed fans. To give back after a day filled with holiday fun, kids make Christmas cards for patients at The Children’s.

Brunch with Santa draws nearly 200 people, and raises approximately $17,000 through ticket sales, a raffle, and a silent auction. People can also donate to the event directly through the Foundation’s website, where Jennifer created a fundraising page specifically for her event.

To organize an event of this magnitude, it takes a team. Jennifer enlists the help of family, friends, and even some of the staff at the Complex Care Service to lend a hand. She starts approaching potential sponsors about six months before the event, because she knows that most large firms have fiscal year deadlines for sponsorship requests. To make the job easier, Jennifer puts together a detailed fundraising proposal, offering different levels of sponsorship.

“Organizing Brunch with Santa has given me the chance to get more involved with our community, whether it’s by canvassing sponsors for donations, or approaching, or being approached by, local media,” Jennifer explains. “I’ve also become a better leader, and developed my skills in management, marketing, and event planning. It’s improved the quality of my work, both academically and professionally.”

Jennifer knows exactly how important recurring fundraising events are to the hospital; they provide a stable source of funding, and build awareness about the importance of supporting pediatric care.

“There’s nothing more rewarding than raising funds to help families provide the very best care for their children,” Jennifer asserts. “Everything I do comes from the heart. That’s why I work so hard to achieve amazing results.”
STEP 1.

TYPE OF EVENT

A SUCCESSFUL EVENT IS A WELL-PLANNED EVENT.

Choose what type of event you’d like to organize, bearing the following factors in mind:

➤ How much time you have to put into the event.

➤ How much you hope to raise. You should decide on a specific, realistic goal before you begin. Having a goal motivates people to reach that target, or even surpass it. Don’t forget to factor in expenses.

➤ What resources you have at your disposal.

EVENT IDEAS AND INSPIRATION

➤ Benefit dinner or lunch

➤ Silent auction (items are auctioned without an auctioneer; bids are submitted in writing, and the item goes to the highest bidder)

➤ Sporting event (tournament or athletic challenge)

➤ Theme day (for example, a “jeans day” at the office, where employees are allowed to wear jeans to work in exchange for a donation)

➤ Concert

➤ Fashion show

➤ Raffle

➤ Bazar or garage sale

➤ Car wash or Bowl-o-thon

➤ Bake sale

➤ Cookbook sale

➤ Sale of promotional items
STEP 2.

**DATE AND LOCATION OF EVENT**

THE DATE AND LOCATION OF THE EVENT SHOULD BE CAREFULLY CHOSEN TO MAXIMIZE PARTICIPATION.

**LOCATION**

▶ You will need to choose a venue for your event. Note that it’s important to book early, and have a solid estimate of how many people will attend.

 années Check out the Foundation’s online event’s calendar to make sure your date doesn’t conflict with another event: www.mchf.com/events

**DATE**

▶ It’s crucial to set a date for the event as quickly as possible, and start preparing a timeline.

 For reasons of hygiene and infection control, events cannot be held at the Montreal Children’s Hospital.

STEP 3.

**EVENT AUTHORIZATION FORM**

THE EVENT AUTHORIZATION FORM IS A PREREQUISITE TO OBTAIN THE FOUNDATION’S APPROVAL FOR YOUR EVENT.

To organize a fundraising event for the Montreal Children’s Hospital Foundation, you must complete an official Event Authorization Form. You can obtain this document in one of three ways:

1) Download it from our website, at www.mchf.com, in the How you can help section.

2) Call the Foundation, and a form will be sent to you by email.

3) Visit the Foundation, and request a form at the front desk.

Once the form has been filled out and returned to the Foundation, your proposal must be approved. You should expect to receive a response within five working days.

A coordinator is assigned to each event. Once your event has been approved, you’ll be able to communicate with your coordinator. He or she is available to answer your questions, and provide you with promotional material if necessary.

 Montreal Children’s Hospital Foundation staff are available to provide guidance and answer questions.

 The Montreal Children’s Hospital Foundation can provide you with a letter of support, confirming that you are operating with the Foundation’s approval. This letter can also be used to solicit sponsors.
STEP 4.

**TEAM**

PUT TOGETHER A TEAM TO HELP ORGANIZE YOUR EVENT.

Depending on what type of event you’re organizing, assemble a team including, at the very least, a leader and a treasurer. Don’t underestimate how much work there will be, and don’t hesitate to recruit additional volunteers to help throughout the planning stages, as well as for the day of the event. It’s important to give each person a specific role, including a description of the tasks required of them.

Get creative and design your own promotional material, or use the expertise of someone in your network.

The bigger your team, the bigger your network.
STEP 5.

BUDGET

A BUDGET WILL GIVE YOU A REALISTIC OVERVIEW OF YOUR ESTIMATED REVENUES AND EXPENSES.

You will be asked to provide a projected budget from the very beginning, from the time you fill out your Event Authorization form. From there, you’ll establish an actual budget in order to anticipate your specific revenues and expenses in greater detail, and avoid any unpleasant surprises. The challenge is in finding a way to keep expenses to a minimum, in order to maximize your donation to the Montreal Children’s Hospital Foundation. Costs associated with the event can either be deducted from gross revenue, or paid by event organizers.

For a large-scale event with revenue estimated at $50,000 or more, we recommend opening a bank account and designating two signatories.

REVENUE

Have you thought about all potential revenue sources? Depending on what type of event you’re organizing, estimate your revenue: number of tickets sold, number of guests, individual or matched gifts from participating companies, corporate sponsorships, donations in cash or in kind.

The Montreal Children’s Hospital Foundation cannot reimburse any expenses associated with your event, or take responsibility for any financial aspects of the event.

EXPENSES

Expenses may include, if applicable: the cost of renting a venue, food and beverages, audiovisual equipment (sound system, microphone, screen, etc.), promotion (graphic design, printing, advertising, website, etc.), insurance, staff, security, gifts, door prizes, decorations, etc.

RATIO OF EXPENSES TO REVENUE

Since the ultimate goal is to give as much money as possible to the Montreal Children’s Hospital, the Foundation requires that expenses for fundraising events be limited to no more than 50% of the total revenue generated by the event. This is a way of taking care of our donors. It is best to keep expenses to an absolute minimum, so there will be more left over to give.
SPONSORSHIPS

Here’s a tip... Find sponsorships to reduce the expenses associated with the event. A sponsor is a person or organization who agrees to donate funds or goods in exchange for visibility at your event.

The Montreal Children’s Hospital Foundation can provide you with a letter of support to help solicit sponsors or partners.

The Montreal Children’s Hospital Foundation can’t provide tax receipts for sponsors, since a sponsorship involves an exchange of services: in exchange for a contribution of money or products, the sponsor receives visibility.

STEP 6.

PERMITS AND INSURANCE

BEFORE ORGANIZING AN EVENT, GET INFORMED.

RAFFLES, LOTTERIES, AND ALCOHOL SALES

A permit is needed if you wish to organize a raffle or lottery, or sell alcohol. If you require one of these permits, please speak to the Foundation coordinator responsible for your event.

INSURANCE

The Montreal Children’s Hospital Foundation’s insurance policy coverage does not extend to third-party events. The organizer must take out a special event insurance policy under their own name.
STEP 7.  
**FUNDRAISING**

**CHALLENGE YOUR ORIGINALITY AND FIND NEW WAYS OF RAISING FUNDS TO MAXIMIZE REVENUE.**

**YOUR ONLINE FUNDRAISING PAGE**

You can create your own fundraising page at any time, by visiting the Foundation website at www.mchf.com and clicking the orange button labeled, “Create a fundraising page.” Follow the instructions to create and personalize your page. Fundraising pages make life easy; donations come directly to the Foundation, and tax receipts are sent automatically by email. You can promote your page by email as well as on social media. All funds received through your page will be added to the total for your event. Please note that funds raised online can’t be used to cover expenses. Don’t forget to inform your event coordinator if you use this tool.
STEP 8.

PROMOTION

PROMOTE YOUR EVENT TO MAKE SURE IT’S A HIT!

You can create and publish an ad, write and send a press release, design posters and put them up, send invitations or do a mass-mailing, post your event in community calendars, rely on word of mouth, organize a conference, etc.

- Using your personal and professional network to promote your event can be very effective. Thanks to social media (Facebook, Twitter, Instagram), your event can get great visibility, and word can spread quickly, at very little cost.

- For large-scale events, we suggest notifying traditional media outlets: daily and weekly papers, radio, television, webzines, and blogs.

- The Montreal Children’s Hospital Foundation is not able to share its donor list, or the addresses of Foundation or hospital employees, nor can it sell tickets or solicit sponsors. Additionally, the Foundation is not able to reach out to its spokespeople or other celebrities on your behalf.

- The Montreal Children’s Hospital Foundation is not able to write or send a press release, or purchase advertising to promote your event.

USING THE FOUNDATION NAME AND LOGO

It is prohibited to use the name or logo of the Montreal Children’s Hospital Foundation without permission. Any use of the name or logo, for whatever purpose, must first be approved by the Foundation.

EXISTING PROMOTIONAL MATERIAL

The Foundation can provide promotional material with its name and logo: posters, banners, a video, brochures with information about the mission of the Foundation, donation boxes, and donation forms. We ask that any unused promotional material be returned to the Foundation.

YOUR PROMOTIONAL MATERIAL

You can create your own promotional material to let people know about your event. The Foundation asks that any material containing its visual identity be submitted for approval.

EVENT CALENDAR

You will have the opportunity to publish your event on the Foundation’s online event calendar, at www.mchf.com/events
STEP 9.

THE BIG DAY

THE BIG DAY HAS ARRIVED AND YOU’VE PLANNED IT TO THE LAST DETAIL.

The big day is finally here. During the event, don’t forget to mention that the funds raised will be donated to the Montreal Children’s Hospital Foundation. Make sure you have everything you need to collect donations: donation boxes, donation forms, brochures about the Foundation, etc.

VISIBILITY

Take photos at the event. Send them to your local paper with a description of the event, a summary of your achievements, and the amount you raised for the hospital. Update your social media profiles, post event photos online, and share new information with your network. Please also think about sharing all this with the Foundation so it can be added to your file. On occasion, the Foundation will write an article about a fundraising event for an internal or external publication. If your event is featured in a media release, the Foundation will notify you.

The Montreal Children’s Hospital Foundation keeps a record of all photos, articles, and news coverage of its fundraising events. Please share whatever you have!

The team at the Montreal Children’s Hospital Foundation does its best to attend as many events as possible, but it’s not always possible to send a representative to every event.

The Montreal Children’s Hospital Foundation
STEP 10.

DONATIONS

EVERY CHEQUE DEPOSITED HOLDS THE PROMISE OF HEALTH FOR YOUNG PATIENTS.

Given that every donation is urgently needed by the Montreal Children’s Hospital, the Foundation asks that all event organizers remit the funds they raise as early as possible, within 60 days following the date of the event. Donations can be sent:

1) BY MAIL

(no cash)

The Montreal Children’s Hospital Foundation
1, Place Alexis Nihon
1420-3400, de Maisonneuve Blvd. West
Montreal, QC
H3Z 3B8

2) IN PERSON

Make an appointment with your event coordinator to submit your donations in person. This is also a great opportunity to pose for a team photo with the Foundation’s “big cheque.”

TAX RECEIPTS

The Montreal Children’s Hospital Foundation adheres strictly to the rules and regulations regarding tax receipting set out by the Canada Revenue Agency.

The Foundation issues tax receipts for donations of $15 and more. The following information must be provided for each donor: name, donation amount, complete address including postal code, telephone number, and in the case of a donation by cheque, the original cheque or a photocopy. If the signatory of the cheque is remitting funds collected from multiple people, he or she must also submit a complete list of the donors entitled to a tax receipt.

If you are not sure whether you are entitled to a tax receipt for your donation, please refer to the Event Authorization form under the heading, “Tax receipts / gift in kind receipts.”

As the event organizer, you must be able to answer any questions asked by the Canada Revenue Agency with regards to the tax receipts you’ve requested. For more information, refer to the document Additional Information on Tax Receipts.

ACKNOWLEDGMENT

The success of your event depends on your participants. That’s why we suggest that you thank your donors, while reminding them of the importance of the Montreal Children’s Hospital Foundation’s cause. Donors of $500 and more will appear in the Foundation’s annual report, and become members of the Leadership Circle.

The Montreal Children’s Hospital Foundation can provide you with a sample thank-you letter.
EVENT AUTHORIZATION FORM

To raise funds for the Montreal Children’s Hospital
Thank you for choosing to raise funds for the Montreal Children’s Hospital. Anyone intending to organize an event benefitting the Montreal Children’s Hospital must first obtain the Foundation’s approval by completing an Event Authorization Form.

**ORGANIZER(S)**
- **NAME OF ORGANIZING GROUP**
- **CATEGORY** (SCHOOL, COMPANY, INDIVIDUAL, COMMUNITY GROUP, OTHER)
- **PRIMARY CONTACT**
- **EMAIL**
- **ADDRESS**
- **CITY/PROVINCE**
- **POSTAL CODE**
- **TELEPHONE (HOME)**
- **TELEPHONE (WORK)**
- **CELL**
- **SECONDARY CONTACT, IF APPLICABLE**
- **EMAIL**
- **TELEPHONE**

**EVENT**
- **NAME OF EVENT**
- **DATE (DAY-MONTH-YEAR)**
- **TIME**
- **LOCATION**
- **ADDRESS**
- **CITY/PROVINCE**
- **POSTAL CODE**

**TYPE OF EVENT**
- BENEFIT DINNER OR LUNCH
- CONCERT
- SPORTING EVENT
- GOLF TOURNAMENT
- FASHION SHOW
- OTHER (SPECIFY)

**ESTIMATED NUMBER OF PARTICIPANTS:**

**FUNDRAISING**
- WHAT TYPE OF FUNDRAISING ACTIVITIES WILL YOU DO?
  - SALE OF TICKETS OR GOODS
  - RAFFLE
  - AUCTION
  - AUTRE (MATCHING GIFTS, BY AN EMPLOYER OR SPONSOR)

**HOW DO YOU PLAN TO RAISE FUNDS OR DONATIONS?**

**PRELIMINARY BUDGET**
- WHAT ARE YOUR ANTICIPATED REVENUE STREAMS?
  - TICKET PRICE
  - RAFFLE, AUCTION, DONATIONS
  - SPONSORSHIP
  - PLEDGES
  - MATCHING GIFTS, BY AN EMPLOYER OR SPONSOR

**AND YOUR ESTIMATED EXPENSES?**
- VENUE RENTAL
- FOOD AND DRINK
- PERMIT, LICENSE, OR OTHER AUTHORIZATION
- INSURANCE
- ADVERTISING AND PROMOTIONAL MATERIAL
- PRINTING (INVITATIONS, POSTERS, ETC.)
- AUDIOVISUALS
- SECURITY
- DOOR PRIZES
- DECORATION
- MISCELLANEOUS FEES

**TOTAL ANTICIPATED REVENUE**

**TOTAL ANTICIPATED EXPENSES**

**ANTICIPATED DONATION TO THE FOUNDATION:**
NET REVENUE FOR THE MONTREAL CHILDREN'S HOSPITAL FOUNDATION
Pursuant to the policies and guidelines set out by the Canada Revenue Agency, expenses must not exceed 50% of total revenue.

Ratio of expenses versus revenue:
\[
\text{EXPENSES} / \text{REVENUE} \times 100 = \%
\]
The result must be less than 50%.

☐ My anticipated budget respects the maximum ratio of 50% expenses

OTHER BENEFICIARIES OF THE FUNDRAISER
Will funds be allocated to any other charitable organizations?

☐ YES  ☐ NO

Please list the name of the organization(s) receiving proceeds from your fundraiser. If applicable, specify the percentage that will be donated to each.

PROMOTION
Please describe what steps will be taken to let people know about your event and raise funds.

CONDITIONS
☐ I agree that all fundraising events for the Montreal Children's Hospital Foundation must be approved, even before the event is organized.

☐ I agree to forward all funds raised within no more than 60 days after the event is held.

☐ I agree that all communications (invitations, tickets, advertisements, posters, etc.) featuring the name and logo of the Montreal Children's Hospital Foundation must be submitted for approval prior to distribution.

☐ I agree to keep my Foundation event coordinator informed about my event.

☐ I am aware of the Canada Revenue Agency’s policies and guidelines with regards to donations, and I agree to adhere to them.

COMMENTS
Don’t hesitate to attach any additional relevant information to this form.

NOTES
• The Montreal Children’s Hospital Foundation reserves the right to refuse an event. For example, funds raised must respect the policies and guidelines established by the Canada Revenue Agency.

• Funds received by the Montreal Children's Hospital Foundation (online or otherwise) will be automatically assigned to the Montreal Children's Hospital Foundation. They cannot be reclaimed by the event organizer to cover expenses.

• The Montreal Children’s Hospital Foundation has promotional material that may be useful to you: posters, donation boxes, banners, a promotional video, informational brochures, donation forms. This material is available to you upon request.

SIGNATURE  DATE

THANK YOU FOR SUPPORTING THE KIDS AT THE MONTREAL CHILDREN’S HOSPITAL

FOR FOUNDATION USE ONLY
APPROVED BY
SIGNATURE  DATE

SUBMITTING YOUR FORM
The form can be sent by mail, fax, email, or in person to:

The Montreal Children’s Hospital Foundation
1 Place Alexis Nihon
1420-3400 de Maisonneuve Blvd. West
Montreal, QC  H3Z 3B8

Telephone: 514 934-4846
Fax: 1-866-934-4846
Email: info@mchf.com
TAX RECEIPTS AND GIFT-IN-KIND RECEIPTS

THE MONTREAL CHILDREN’S HOSPITAL FOUNDATION RIGOROUSLY ADHERES TO THE RULES OF THE CANADA REVENUE AGENCY IN ALL MATTERS CONCERNING THE ISSUANCE OF TAX RECEIPTS.

The Foundation issues tax receipts for monetary donations of $15 and more. To obtain a tax receipt, each donor must provide the following information: name, donation amount, complete address including postal code, telephone number, and in the case of a donation by cheque, the original cheque or a photocopy. The receipt will be issued in the name of the person making the donation, unless the signatory of the cheque is remitting funds collected from multiple people, and submits a complete list of donors entitled to a tax receipt.

GIFTS IN KIND

Also known as “non-monetary donations,” a gift in kind is a donation of goods. A receipt can be issued for a gift in kind, as long as the goods donated are new, and proof of purchase is provided.

<table>
<thead>
<tr>
<th>Table summarizing donations and sponsorships</th>
<th>Tax receipt</th>
<th>Gift in kind receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>DONATIONS – NO BENEFITS OR VISIBILITY IN RETURN FOR THE DONATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monetary donation</td>
<td>YES</td>
<td>N/A</td>
</tr>
<tr>
<td>Gifts for auction or gift bags¹</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Gift certificates or discount coupons</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Purchase of a lottery ticket²</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>DONATIONS – WITH BENEFITS OR VISIBILITY IN RETURN FOR THE DONATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event ticket³</td>
<td>YES</td>
<td>N/A</td>
</tr>
<tr>
<td>Purchase of an item at a silent auction⁴</td>
<td>YES</td>
<td>N/A</td>
</tr>
<tr>
<td>SPONSORSHIPS⁵</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsorship: monetary ($)</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Sponsorship: provision of food, drink, or material goods</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Sponsorship: services</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

¹ Gifts for auction or gift bags
In the case of a gift for an auction or gift bag, as in the case of sponsorships, a letter attesting to the amount of the donation can be used to deduct the donation as a business expense.

² Lotteries
Under Revenue Canada Regulations, the purchase of a raffle or lottery ticket does not qualify for a tax receipt.

³ Event ticket
When you purchase a ticket to attend an event, the tax receipt will be equivalent to the amount of the donation less the cash value of any benefit received by the donor. For example, if a donor purchases a ticket for $450.00 to attend a gala, and the fair market value of the meal and gift bag amounts to $150.00, a receipt will be issued for $300.00. The sum total of the tax receipts issued for an event cannot surpass the amount remitted to the Montreal Children’s Hospital Foundation by the organizer.

⁴ Auction
The donor who acquires goods at an auction receives something in return for his or her donation. The Foundation can issue a tax receipt for any payment that exceeds the fair market value of the goods acquired by 20%.

⁵ Sponsorship
When a company makes a donation in the form of a sponsorship, it receives visibility in exchange for the sponsorship. For this reason, the Foundation is unable to issue a tax receipt. However, the Foundation is able to provide a letter attesting to the value of the sponsorship. This letter can be used to deduct the donation as a business expense.
Thank you!

1 Place Alexis Nihon
1420-3400 de Maisonneuve Blvd. West
Montreal, QC H3Z 3B8
514 934-4846 / 1-866-934-4846 info@mchf.com

Federal and provincial charitable registration number: 11892-1543-RR0001