

## What you need to know about Manitoba REALTORS® Shelter Foundation



**MANITOBA REALTORS®**  
SHELTER FOUNDATION

# Manitoba REALTORS® Shelter Foundation

## Mission Statement

To raise funds for charitable organizations that support shelter-related causes that improves the quality of life of Manitobans.

## Why a Foundation?

Manitoba REALTORS® recognize that shelter is a vital component of our communities and understand that structured fundraising and philanthropy are beneficial to community development. Therefore, Manitoba REALTORS® Shelter Foundation Inc. was created to support Manitoba charities that are devoted to shelter-related causes.

## Governance

The Foundation is led by a Board of Governors consisting of nine REALTOR® volunteers and two public individuals, all of whom are passionate about community involvement and leadership. The Board ensures that funds are distributed wisely within the community specific to shelter-related causes.

## Contents

About the foundation	1
Third-party fundraising	1
Getting started	2
Event Ideas	3
How we can help	3
Things to keep in mind	3
Event Guidelines	4
Promotion	4
Liability	4
Financial	4
Charitable Tax Receipts	5
Contact	6

## What is a volunteer third-party event?

An event organized by a volunteer, company, or community group that is not carried out as an official Manitoba REALTORS® Shelter Foundation activity is considered to be a third-party event.



With the approval of the Manitoba REALTORS® Shelter Foundation, these third-party events can be an important source of fundraising that helps up to carry out our mandate of supporting Manitoba charities that are devoted to shelter-related causes.

Third-party events are not only beneficial to the foundation financially, they raise awareness about the Manitoba REALTORS® Shelter Foundation and the difference we are trying to make for those needing safety and shelter.

It is the aim of the foundation to have third-party events align with our mission, our goals, and foundation values.



*Remember to contact us at least one month in advance of your fundraiser if you require promotional materials to display at your event.*

## Organize a committee and create to-do list

- ✓ Recruit volunteers with a variety of skills, who show dedication to share the workload and organize a successful event. Assign tasks on a to-do list.

## Choose your event

- ✓ Talk to your colleagues, friends and family to identify an event that inspires you and that offers a chance for others to become involved. See our Event Ideas page to help you brainstorm.

## Send your Event Proposal Application to us

- ✓ Once you've decided on an event, review the Event Guidelines page, then fill out the Event Proposal Form and submit it to us.

## Determine how funds will be raised and collected

- ✓ Maximize the number of ways you can raise funds through/at your event. Make the Donation Tracking Pledge Form available at your event. We recommend that donations be made by cheque payable to Manitoba REALTORS® Shelter Foundation, and that one individual tracks and submits the donations to the foundation for receipting.

## Set your goals and your budget

- ✓ Setting a realistic fundraising goal helps to motivate your committee and gives your event attendees something to work towards. Keep expenses in check. Consider who your audience is and tailor your budget to suit the size of the event when choosing a venue, deciding on ticket prices etc.

## Scheduling the event

- ✓ Choose the date and time carefully, be aware of other fundraising, sporting, or related events that may conflict. Give yourself plenty of time to plan and publicize the event. Book the location well in advance to guarantee availability. Choose an accessible venue with proper capacity, parking, and amenities. If your event is being held outdoors, have a weather-related back-up plan.

## Permits, insurance, and safety concerns

- ✓ Check well in advance to see if special permits, contracts, licenses, or insurance are required. For example, a liquor licence, social occasion permit or a venue rental contract may be required. Please refer to the Liquor and Gaming Authority of Manitoba at [lgamanitoba.ca](http://lgamanitoba.ca)

## Your committee could organize:

- BBQ
- Bingo
- Calendar sale
- Car wash
- Casual day
- Dunk tank
- Family day
- Fitness event/challenge
- Fashion show
- Karaoke night
- Office “Olympics”
- Pancake breakfast
- Rummage sale
- Social
- Sport event
- 5K fun run or walk
- Live/silent auction (check licensing at [lgamanitoba.ca](http://lgamanitoba.ca))



*We want your event to be a success!*

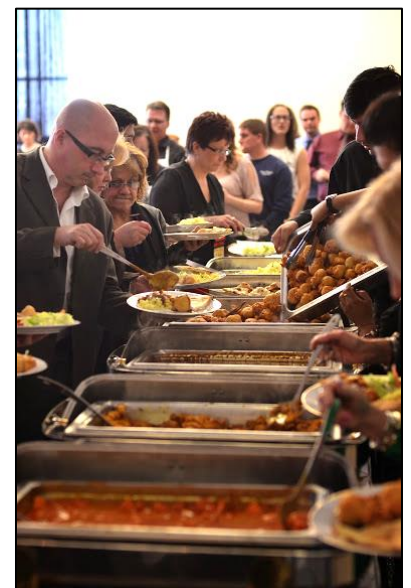
## How we can help you

We want your fundraiser to be successful – here are some of the tools we could provide to assist you:

- **One-on-one support** via phone or email – we will do our best to help. Call 204.772.0405 or email Jill Johnston at [jjohnston@mrea.mb.ca](mailto:jjohnston@mrea.mb.ca)
- **Donation Tracking Pledge Form**
- **Letter of support:** we can supply a letter of support to assist you in your fundraising efforts. We will acknowledge our awareness of your event once you have registered your event with us.
- **Social media:** we can mention your event on our MREA Facebook page and link to your event page
- **Support resources:** we can support your event by supplying items such as brochures, posters, and foundation-branded signage.

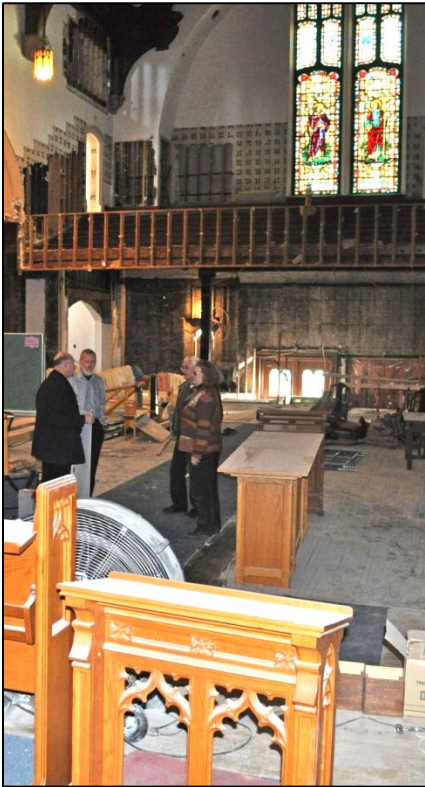
## Please keep in mind:

- Events cannot raise funds by canvassing door-to-door.
- The foundation cannot provide access to our donor lists.
- The foundation cannot assume financial or managerial responsibility nor provide insurance coverage for your event.
- The foundation reserves the right to refuse support of volunteer fundraising events that may conflict with its mission, or that it believes may negatively affect the reputation of the foundation.





## Promotion



*Grant recipient organizations West End Commons (above) and Siloam Mission, Madison House (below).*



Permission must be given in advance by Manitoba REALTORS® Shelter Foundation for use of the foundation name and logo on any promotional materials and/or advertising associated with your fundraiser.

The foundation reserves the right to withdraw consent to use its name or logo if such use may be seen to damage the foundation's reputation.

Authorized use of the foundation logo does not indicate an endorsement of any specific business, service, or product. Events must be carried out in a manner to avoid appearance or statement of endorsement.

Any information released to the media must be reviewed/approved by the foundation prior to distribution.

Events are held in support of, not hosted by, the foundation. Phrases similar to the following are acceptable:

- Proceeds from (event) will support the MREA Shelter Foundation
- Your ticket purchase supports the MREA Shelter Foundation

## Liability

The foundation assumes no legal or financial liability associated with volunteer organized events and is not responsible for any damage, loss, or injury.

It is the responsibility of volunteer organizers to be in compliance with any legal requirements and to secure any necessary insurance, licenses or permits and ensure they are in the name of the organizer and not the foundation.

## Financial

The foundation shall be entitled to receive 100 per cent of the charitable portion raised (total event proceeds less any direct expenses generated by the event). Any intention to request that the foundation direct funds to a particular charitable organization must be disclosed on the event application form. All grants are at the discretion of the foundation.

The foundation will not provide financial assistance and will not be responsible for any expenses and/or losses incurred by the event.

An accurate accounting record of event proceeds and disbursements must be provided to the foundation upon request. All net proceeds should be submitted to the foundation within 30 days after the fundraising event.



*Grant recipient organizations Habitat for Humanity (above) and Samaritan House Ministries (below).*

## Issuing charitable tax receipts

The Manitoba REALTORS® Shelter Foundation must adhere to the Canada Revenue Agency (CRA) *Income Tax Act* when issuing charitable tax receipts.

To learn more about charitable tax receipts visit [cra-arc.gc.ca](http://cra-arc.gc.ca) or contact the Manitoba REALTORS® Shelter Foundation at 204.772.0405.

**Do not promise any kind of tax receipt without first discussing it with the Manitoba REALTORS® Shelter Foundation. Please be sure you have discussed your event with the foundation and that you are clear about what can and what cannot be receipted.**

**Tax receipts cannot generally be issued to sponsors for sponsorship support. Please insert into your sponsor package "A corporation may deduct 100% of a sponsorship fee as a business expenses under Section 18 of the ITA". Please talk with your MREA contact for further questions.**

Improper receipting can put the foundation's charitable status in jeopardy.

## Minimum donation eligible for a tax receipt

A minimum donation amount of \$25 has been determined by the foundation as eligible for a tax receipt due to the various administrative costs associated with issuing charitable tax receipts.



# Contact Manitoba REALTORS® Shelter Foundation



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1873 Inkster Boulevard, Winnipeg, MB R2R 2A6  
204.772.0405  
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Monday to Friday 8:30 am to 4:30 pm