



International Medical Health Organization I.M.H.O.—Canada

A non-political, non-profit, humanitarian organization

A registered not-for-profit organization in Canada

I.M.H.O. CANADA FUNDRAISING GUIDELINES

IMHO Canada is an organization that relies on the generosity of our private donors as our main source of income. As such, we are very grateful to all who support us in our many efforts and encourage such support. However, there are important guidelines that must be adhered to in order for IMHO Canada to meet its legal and fiscal responsibilities. IMHO Canada wishes to make the following disclaimer:

**The International Medical Health Organization (IMHO) Canada, including all subsequent domestic and international chapters, reserves the right to do a background check on any and all donors to the organization (be they individual, corporate, organizational, foundation, or other) and refuse any donation for any reason it deems appropriate.*

IMHO Canada encourages your support and enthusiasm in coordinating and implementing fundraising events on our behalf or for specific projects sponsored by our organization. Given our limited capacity to be directly involved in any event or fundraiser done on behalf of IMHO Canada, we have outlined two types of support that IMHO Canada is able to give in order to meet the particular needs of your fundraising event. These are an “official sponsorship” and a “beneficiary/recipient agreement”.

1. OFFICIAL SPONSORSHIP: Under an official sponsorship, IMHO Canada agrees to serve as “official sponsor” of the event. For all agreements of this nature, the following guidelines apply:

1. All parties involved agree to keep this event strictly non-political and focused on the humanitarian needs of the people affected. No political speech, symbols, literature, or other politically-motivated avenues may be used at this event.
2. Both parties agree that no speakers not on the agenda will be allowed to speak at the event or to use the event as a forum for their own private purposes. The general content and outline of all speeches, presentations, or any other outreach must be shared with and approved by IMHO Canada well in advance.
 - a. IMHO Canada agrees to send a representative of the organization to present or otherwise represent IMHO Canada at the event, if requested by the event organizers well in advance.
3. All proceeds from the event will be given to IMHO Canada to be used at the organization’s discretion either generally or for a specific project, as requested by the event organizers.

5637 Finch Avenue East, Unit 7, Scarborough, Ontario M1B 2T9, Canada

www.IMHOCanada.org

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Email: contact@imhocanada.org



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4. The IMHO Canada reserves the right to remove itself as the official charitable sponsor and beneficiary of the proceeds of the fundraiser, if any decision is made or action taken that would contradict the organization's mission, goals, or general practices.

5. The Organizers agree to work closely with the IMHO Canada Board of Directors and staff in planning and implementing the fundraiser in all stages. Both parties agree to keep each other well-informed of all efforts and progress made, and agree to make mutually agreed upon decisions regarding the event.

6. IMHO Canada will provide displays, banners, brochures, reports, or other promotional materials as requested by the event organizers, according to the specific requests of the particular event organizers.

7. With regards to tax receipts, IMHO Canada will provide a tax receipt to the sponsoring organization, group, or individual hosting the event, if requested. In the case that individual donors at the event wish to receive a tax receipt, it is the responsibility of the event organizers themselves to prepare a list of all donors, their addresses, date each donation was given, type of each donation given (check, cash, other), and amount of each donation. Please see the attached record sheet for the correct format to be used at your event. It is then the responsibility of the event organizers to hand this information, along with all corresponding checks or other donations, to IMHO Canada.

a. As already stipulated, the International Medical Health Organization (IMHO) Canada, including all subsequent domestic and international chapters, reserves the right to do a background check on any and all donors to the organization (*be they individual, corporate, organizational, foundation, or other*) and refuse any donation for any reason it deems appropriate.

b. When an event entrance fee is charged, no tax receipts will be provided for money collected for this purpose. Tax receipts will only be provided for pure donations to the organization.

8. The event organizers agree to work closely with the IMHO Canada on all legal and financial matters in order to provide complete accountability and transparency, recognizing that the IMHO Canada is a registered not-for-profit organization held to strict tax accounting laws. Complete and accurate financial records, including quotations and receipts when necessary, will be kept throughout the planning and implementation stages and provided by the event organizers to the IMHO Canada upon completion of the event.

2. BENEFICIARY/RECIPIENT AGREEMENT: Under this type of agreement, IMHO Canada does not serve as an official sponsor of the fundraising event. Rather, events of this nature are done

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independently of IMHO Canada, although the organization itself is the intended beneficiary. For all agreements of this nature, the following specifics apply:

1. IMHO Canada can provide brochures, reports, or other promotional materials as requested by the event organizers, as all such information is publicly available on our website (www.imhocanada.org). The actual presentation and distribution of this information is up to the event organizers themselves.
2. All event planning, implementing, and accounting is the responsibility of the event organizers; IMHO Canada assumes no role in any of these aspects.
3. With regards to tax receipts, IMHO Canada agrees to provide a tax receipt to the sponsoring organization, group, or individual hosting the event, if requested. Individual tax receipts will not be provided. If individual donors wish to obtain a tax receipt from IMHO for their donation, they should send their donation directly to IMHO. Donations may be mailed to: IMHO Canada Treasurer, 5637 Finch Ave. East, Unit 7, Scarborough, M1B 2T9, Canada. Online donations are also accepted via our website (www.imhocanada.org). For recurring donations and direct debit, please reference the “Donation” section of our website.
4. It is the responsibility of the event organizers to collect all checks and donations, and hand everything over to the IMHO Canada Treasurer.
5. The event organizers may not claim IMHO Canada as an “official sponsor”. In the event that such a claim is made falsely, written clarification by the event organizers must be disseminated to all event attendees and supporters. If written clarification is not given, the donation is likely to be rejected or returned. Any event speaker who speaks about IMHO Canada or its activities does so in an unofficial capacity. As such, IMHO Canada does not accept responsibility for the content of any such speeches or presentations.

In addition to these guidelines outlined above, you are free and encouraged to discuss the specifics of your event with the IMHO Canada team well in advance of the actual event. Any questions or issues you may have, or clarifications you may need, should be directed to the IMHO Canada Programs Coordinator at lokini@imhocanada.org.

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