

Airdrie Public Library

Third Party Fundraiser Guidelines

Representation & Professionalism

1. All third party fundraiser representing Airdrie Public Library must uphold standards of the organization.
2. Mission Statement and Core Values should be reflected in each Third Party Fundraiser held to benefit Airdrie Public Library.

Airdrie Public Library Involvement

1. Due to costs associated with staffing, Airdrie Public Library is unable to guarantee any staff assistance with Third Party Fundraising.
2. Upon request, Airdrie Public Library will try to accommodate volunteers and guest speakers for Third Party Fundraising events based upon availability.

Fundraising

1. All fundraising conducted on behalf of Airdrie Public Library by third parties must adhere to the Revenue Canada rules and regulations governing donations and donor eligibility. (Ref. Revenue Canada website: www.cra.gc.ca/charities).
2. Unauthorized Fundraising activity conducted in the name of Airdrie Public Library is prohibited.
3. All fundraisers are required to direct Donors to make their contributions directly Airdrie Public Library.
4. A representative of Airdrie Public Library is recommended to be present during Third Party Fundraising activities which include public presentations.

Tax Receipts

1. Tax Receipts can only be issued by Airdrie Public Library, to the 'true donor'. Only an individual or company that has made a voluntary donation may receive a tax receipt for the recorded donation.
2. It is the sole responsibility of Airdrie Public Library to:
 - Manage receipt of financial contributions
 - To determine donation eligibility
 - To process Donor and donation records
 - To initiate Donor acknowledgement, and
 - To process appropriate Donor tax receipting all in a timely and accountable manner.
3. Donors should be referred to any of the following methods of contact with Airdrie Public Library:
 - By Mail: 111, 304 Main Street SE, Airdrie AB T4B 3C3
 - By Online Donation: www.airdriepubliclibrary.ca
 - By Phone: 403.948.0600 x 8386 Cell: 403.805.1759
 - By Email: karina.altvater@airdriepubliclibrary.ca
4. Donations collected by a Third Party on behalf of Airdrie Public Library, in the form of Cheque, Credit Card, or Money Order, must be clearly made out directly to: Airdrie Public Library and rendered directly to the Charity in a timely manner upon receipt by the Third Party Fundraiser (typically within two weeks of event/campaign completion).

5. Tax receipts will be issued only if the following information accompanies the eligible donation: Donor Full Name, all pertinent contact information, and the Donation or Appraised amount. Donations must be submitted to APL before a tax receipt is issued.

6. Tax receipts can only be issued directly to the 'true' Donor and not to an intermediary.

The Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the non-profit organizations and causes they are asked to support, we declare that all donors have these rights:

I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

III. To have access to the organization's most recent financial statements.

IV. To be assured their gifts will be used for the purposes for which they were given.

V. To receive appropriate acknowledgement and recognition.

VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.

VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share. X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.