

FUNDRAISING GUIDELINES

Thank you for your interest in fundraising on behalf of Médecins Sans Frontières/Doctors Without Borders (MSF). With the support from third-party fundraisers like you, MSF is able to reach people in need around the world and offer them lifesaving medical care. Please review the following guidelines and conditions to ensure your fundraising event is safe, fun, and successful for everyone involved.



WHAT IS A THIRD-PARTY FUNDRAISING ACTIVITY?

Any fundraising event or activity that is organized, run, and financed by an individual, group, or organization outside of MSF on our behalf.

1. GENERAL TERMS AND CONDITIONS

Event organizers must agree to the following terms and conditions:

- I. Obtain approval to hold a third-party fundraising activity from MSF by completing and submitting an **event proposal form** at least **14 days prior** to the event. (MSF reserves the right to decline approval of any third-party fundraising activity that is deemed unsuitable.)
- II. The event organizer(s) must be at least 18 years old, or have an adult supervisor who takes responsibility for the event.
- III. MSF does not accept funds from businesses with a significant source of income deriving from industries such as arms, tobacco or mineral extraction in countries where MSF works, or pharmaceuticals. Any sponsorship or endorsement from the business community must be approved by MSF. If you have any concerns, contact MSF.

2. PUBLICITY

After your event is approved by MSF, we will provide you with a digital **Fundraising Toolkit** that contains key promotional material (e.g. images, press release, poster, flyer etc.). If you are producing any additional materials, you must agree to the following policies:

- I. All promotional material must state that your event is **“in support” of MSF** and not an official MSF event.
- II. MSF must approve of all promotional content featuring MSF’s name and logo.
- III. When referring to MSF in any context, please use this format: “Médecins Sans Frontières/Doctors Without Borders” or “MSF”.

- IV. Only MSF-approved images can be used to depict our work.

3. LEGAL AND FINANCIAL LIABILITY

Review the following section to understand your responsibilities:

- I. MSF will not be responsible for any legal or financial liability caused before, during, or after the third-party fundraising event.
- II. Event organizers are responsible for any costs incurred before, during, or after their third-party fundraising event. MSF does not reimburse or provide tax receipts for any third-party fundraising expenses.
- III. When applicable, event organizers are responsible for obtaining insurance and gaming or liquor licenses, and paying the associated fees. Please comply with any applicable municipal, provincial or federal regulations.
- IV. Event organizers are responsible for ensuring health and safety standards are upheld. MSF will not accept responsibility for any accidents that may occur.
- V. MSF can issue official income tax receipts (for donations of \$10 or more) in accordance with **Canada Revenue Agency's regulations** when the event organizer provides MSF with the names, addresses, contact information and donation amount for each individual who made a donation. Event organizers must provide MSF with this information within **30 business days** of the conclusion of the event.
(NOTE: Tax receipts are dated with the date that MSF receives the donation, not the date of the event.)
- VI. Funds raised must be sent to MSF within **30 business days** of the conclusion of the event. For security, please do not send cash. If you receive cash donations, please send a cheque for the same amount and provide a list of the donor names, addresses, contact information and donation amount. (Cheques can be made payable to: 'Médecins Sans Frontières').

Please send by mail to:

Médecins Sans Frontières/Doctors Without Borders Canada
720 Spadina Avenue, Suite 402
Toronto, ON M5S 2T9
Canada