

# Join us in Toronto for three new charity information workshops



## **Applying CRA's Fundraising Guidance and Best Practices - \$40 (lunch included)**

September 28, 2010 (9:00 am – 4:30 pm) Location: 89 Chestnut Street, Toronto

Do you know what Canada Revenue Agency's Fundraising Guidance means to your organization? If you don't know already – it's time to find out! This affordable one-day workshop provides a plain-language overview of CRA's Fundraising Guidance and explores how you can apply their best practices to your charity's requests for support. Join Cynthia Armour (CFRE and monthly Charity Village columnist) to learn lots of practical tips and advice about how to develop an effective fundraising plan for your organization.

This full-day session is best suited for the individuals in your organization responsible for fundraising and financial management (whether staff or volunteers) who want to learn about the Guidance and best practices.

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## **Understanding CRA's Fundraising Guidance and More - \$25\***

October 26, 2010 (9:00 a.m. – 12:00 p.m.) Location: 89 Chestnut Street, Toronto

## **The Dos and Don'ts of Charitable Receipting - \$25\***

October 26, 2010 (1:00 pm – 4:30 pm) Location: 89 Chestnut Street, Toronto

Lead by charity lawyer Mark Blumberg, LL.B. this workshop will review the Fundraising Guidance as well as identify key compliance and standards issues for charities. You'll learn about CRA's rules on appropriate allocation of fundraising expenses and new transparency, accountability and disclosure requirements that have been introduced for Canadian charities. In the afternoon, Mark will tackle the nitty-gritty of receipting. You'll learn when your charity is allowed to issue official donation receipts and for how much, the rules about split receipting and how it affects your galas, golf tournaments and other fundraisers, and how to avoid the top receipting mistakes. Mark will cover the "legal-need-to-know" on both of these important topics.

\*Note: Register for both sessions for only \$40 and enjoy a free networking lunch with like-minded colleagues!

These two workshops are appropriate for CEOs, directors, staff and volunteers of registered charities that are involved with either fundraising, issuing donation receipts or governance.

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Capacity Builders, a division of the Ontario Community Support Association, is a charitable organization that provides a wide-range of training and development resources for not-for-profit and charitable organizations. The Charity Law Information Program (CLIP) is a project of Capacity Builders, funded by the Canada Revenue Agency. You can learn more about the CLIP project, and all our other products and services, at <http://www.capacitybuilders.ca/clip>.

Project funding provided by:





Charity  
Law  
Information  
Program

## Charity Law Workshops Registration Form

89 Chestnut Conference Centre, Toronto

Pre-registration for workshops is required. You may register online, by fax or phone. Fees may be paid by VISA, MasterCard, or cheque. Please note: we require payment before processing your registration. Once registered, you will receive an e-mail confirmation of your registration.

**Online:**        [September 28, 2010](#) (Applying CRA's Fundraising Guidance and Best Practices)  
                      [October 26, 2010](#) (Understanding CRA's Fundraising Guidance/Charitable Receipting)

**Phone:**        (416) 256-3010 x 229  
                      1-877-484-3030

**Fax:**            (416) 256-3021

**I am registering for (please check ✓):**

Applying CRA's Fundraising Guidance and Best Practices – including networking lunch Trainer: Cynthia Armour, CFRE	September 29, 2010 9:00 a.m. to 4:30 p.m.	\$40
Understanding CRA's Fundraising Guidance and More Trainer: Mark Blumberg, LL.B.	October 26, 2010 9:00 a.m. to 12:00 p.m.	\$25
The Dos and Don'ts of Charitable Receipting Trainer: Mark Blumberg, LL.B.	October 26, 2010 1:00 p.m. to 4:30 p.m.	\$25
Both Workshops including the Networking Lunch Trainer: Mark Blumberg, LL.B.	October 26, 2010 9:00 a.m. to 4:30 p.m.	\$40

Name:	
Title/Position:	
Organization:	
Address:	
Town/City:	Postal Code:
Phone:	Fax:
E-Mail:	

Please list any dietary restrictions if you are staying for lunch:

**Payment Information:**

I would like to charge \$\_\_\_\_\_ to my     VISA     MasterCard

Card Number: \_\_\_\_\_    Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_    Signature: \_\_\_\_\_

A cheque in the amount of \$\_\_\_\_\_ is enclosed.

Make cheques payable to Capacity Builders; mail to Charity Law Information Program, 104 – 970 Lawrence Ave. West, Toronto, ON M6A 3B6  
Please note: credit card charges will be from the Ontario Community Support Association (OCSA)

**Cancellation Policy: If you register and are unable to attend, you are welcome to substitute someone else from your organization at any time. No refunds will be issued if you cannot attend the workshop. Dates and locations may be subject to change should circumstances arise beyond our control. All efforts will be made to notify you as soon as possible in this event.**

Contact: Charity Law Information Program 416-256-3010 ext 232 or 1-877-484-3030  
[clip@capacitybuilders.ca](mailto:clip@capacitybuilders.ca)