



## **Frequently Asked Questions**

### **Who is eligible for a charitable donation receipt?**

Second Harvest will issue a charitable donation receipt to individuals or businesses that make financial donations.

The Canada Revenue Agency only allows charitable donation receipts to be issued when the individual or business makes a donation without receiving any benefit in return. Raffle ticket purchases, admission tickets, green fees and auction items are NOT eligible for charitable donation receipts.

Donations of \$20 or more will be automatically receipted by Second Harvest. The donation receipt can only be issued to the true donor of the charitable gift. If a donation is made by cheque in both spouses' names, a receipt can be issued in either name. If a corporation sends a donation to a charity, the donation receipt can be made to the corporation owner only if they have sent a personal cheque. If the corporation is donating money that has been collected from its employees, and there is a written declaration to prove this, the charity can issue receipts in each individual donor's name. Please see Charitable Donation Receipt Form below.

### **Are sponsors eligible for charitable donation receipts?**

No. Sponsors are not eligible for charitable donation receipts because they receive advertising, marketing or promotional value in return. Second Harvest will provide the event organizer with an acknowledgement letter that sponsors can then use to claim their sponsorship as a business expense.

### **Are gift-in-kind products or services eligible for charitable donation receipts?**

Yes. A cheque exchange can be used when a donor wants a tax receipt for gift-in-kind products or services. Here's how it works:

1. The donor invoices Second Harvest for the value of the service or gift
2. Second Harvest issues a cheque to the donor
3. The donor writes a cheque back to Second Harvest for the same amount
4. Second Harvest issues the tax receipt to the donor

**Can I use Second Harvest's logo?**

Yes. Please contact the Coordinator of Events and Campaigns to obtain the appropriate logo file(s). Second Harvest must approve all promotional materials before they are printed or shown to the public.

**Can I have access to Second Harvest's donor list to solicit sponsorship and/or participation for my event?**

No. The terms of our Privacy Policy do not permit Second Harvest to share its list of donors or any donor information. Sponsorship and participation in a community event are the sole responsibility of the event organizer(s).

**Who is responsible for expenses?**

All costs related to the event must either be paid directly by the organizer or be deducted from the event proceeds. Second Harvest will not lend out any funds to pay for any expenses.

**What other support can Second Harvest offer?**

In addition to publicizing your community event, we can also answer questions or offer advice on challenges that you may have when planning your event. Should you require help, representation from our staff or dedicated volunteers at your event, Second Harvest will determine if it is feasible to attend.