

# Host a Community Event

## FAQ

Here are a list of frequently asked questions about hosting your own fundraiser. If you have any additional questions, please feel free to contact us at [community@rmhbc.ca](mailto:community@rmhbc.ca).

### 1. I want to host a fundraiser! How do I get started?

Visit our Community Events page ([rmhbc.ca/host-an-event](http://rmhbc.ca/host-an-event)) and check out the resources we have available to help you get started including fundraising toolkits and a fundraising guide.

### 2. Can I use the RMH BC logo on my event materials?

Once your application has been approved, we would be happy to send you a digital copy of our Proud Supporter Logo:



Please **do not** modify the logo by changing the colours, adding text or graphics or stretching it.

When referring to the House, please only use the following names:

- Ronald McDonald House BC & Yukon
- Ronald McDonald House BC and Yukon
- Ronald McDonald House BC
- RMH BC

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### 3. Can RMH BC promote my event?

If your event is open to the public, we would be happy to include it on our Community Events page: <https://rmhbc.ca/community-hosted/>

While we are not able to create a dedicated social media post for all community events, we would be happy to share posts that we are tagged in! Please feel free to tag @RMHBC on Instagram, Facebook or Twitter.

### 4. Can my donors receive a tax receipt?

RMH BC can issue tax receipts for donations of \$20 or more. For any donors requesting a tax receipt, please collect all the necessary information on the Donation Form that can be found on our Community Events page ([rmhbc.ca/host-an-event](https://rmhbc.ca/host-an-event)). Required details include: **name, address, contact info (email or phone), amount donated and type of donation (cash or cheque).**

Please remember that any cheque donations should be made payable to Ronald McDonald House BC.

For more information on CRA tax guidelines, please visit: <http://www.cra-arc.gc.ca>.

### 5. Can I deduct my expenses from the funds raised?

We ask that you plan and budget carefully for your event as the expenses should not exceed 20% of the total event revenue. RMH BC will not reimburse you for any expenses incurred; all financial control is the responsibility of the event organizer.

Please consider asking for local business to sponsor your event and provide in-kind donations to help alleviate the costs. We would be happy to provide you with a letter of support!

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### 6. I am hosting a raffle as part of my event. How do I obtain a license?

If you are selling tickets for a prize draw, a raffle or a 50/50 contest, you will be required to obtain a Gambling Event License from the BC Gaming Policy and Enforcement Branch: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising>

Please be sure to complete your online application at a **minimum 2 weeks** prior to your event as the processing times may vary.

These applications require a letter of support and we would be happy to provide you with this letter.

### 7. How do I submit my donations to RMH BC and can I get a photo with the big cheque?

Any donations collected through your online fundraising page will go directly to RMH BC and tax receipts will be issued accordingly.

Any cash or cheque donations collected can be submitted in person at RMH BC. Be sure to also submit your Donation Form for any tax receipts that need to be issued. Please note that tax receipts for cash and cheque donations will only be issued by RMH BC once all funds are received and the full list of donors has been provided.

**Address:** 4567 Heather Street, Vancouver, BC V5Z 0C9  
**Hours:** Monday to Friday between 9:30am to 4:30pm  
Please contact us at [community@rmhbc.ca](mailto:community@rmhbc.ca) prior to visiting!

We would be happy to have the big cheque ready for a photo opportunity and can also give you a tour of the House to show you the impact that your fundraiser will have to families in need. Please contact us to arrange your visit!

**Any Questions?**

Contact us at [community@rmhbc.ca](mailto:community@rmhbc.ca)