

## Camp Ta-Kum-Ta Community Event Guidelines

Thank you for choosing Camp Ta-Kum-Ta as a beneficiary of your fundraising event. Community support is key to our success and we recognize the efforts it takes to organize and hold an event on our behalf. We could not provide the magic of camp to children with cancer without your support!

In order to help your event run more smoothly we have created community event guidelines for fundraising events held on behalf of Camp Ta-Kum-Ta. We ask that you read these guidelines carefully, especially the section regarding tax receipts.

If you have any questions, please do not hesitate to contact Hattie Johnson, Director of Development, at 802-372-5863.

### **What Camp Ta-Kum-Ta requests of community event organizers:**

- Please contact the Camp Ta-Kum-Ta office to register new events or update us on continuing events. It is important that the camp office is aware of all events that are held in support of our programs.
- It is the event organizer's responsibility to communicate to sponsors, participants and the general public that Camp Ta-Kum-Ta is not conducting the event, but is the beneficiary of the event.

### **Camp Ta-Kum-Ta can provide the following assistance once your event has been approved by our office:**

- Advice and expertise on event planning
- Event listing in our online Event Calendar
- A support letter that validates the authenticity of the event/organizer, from date of issue until the event is complete
- Limited supplies, such as information brochures, stickers and other promotional material
- Attendance of a Camp Ta-Kum-Ta representative, when appropriate and available

### **Camp Ta-Kum-Ta cannot provide the following:**

- Funding or reimbursement for event expenses
- Donor or sponsor lists
- Guaranteed attendance of staff, volunteers or attendees at your event
- Application for gaming licenses, e.g., bingos, raffles, liquor, insurance
- Prizes, auction items, awards
- Tax receipts for cash or in-kind goods that were not directly received by the camp office (please also see information on tax receipts)

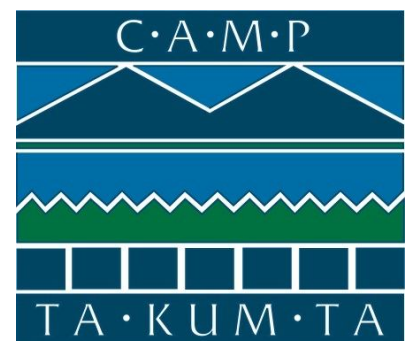
## Other Guidelines:

- All events require completion and approval of a **Community Event Agreement Form, which is available at [www.takumta.org](http://www.takumta.org)**
- All publicity (including media releases, print/promotional materials, etc.) for the proposed event must be approved by Camp Ta-Kum-Ta prior to being printed, released, etc.
- The Camp Ta-Kum-Ta name and logo may not to be used by a Third Party/community event on an ongoing basis i.e. on a website or on promotional material, unless permission in writing has been granted to the third party by Camp Ta-Kum-Ta
- The event organizer will obtain all necessary permits, licenses and insurance for their event
- All funds and tax receipt information (if approved to issue receipts must be received by the Camp Ta-Kum-Ta office within 30 days following the event
- If the event is cancelled, please notify the camp office at least two weeks prior to the event
- Camp Ta-Kum-Ta shall have the right at any time and for any reason to request that the community event organizer/Third Party cease use of the name Camp Ta-Kum-Ta in connection with the event and the community event organizer/Third Party shall use its best efforts to comply with such request
- Camp Ta-Kum-Ta will retain the right to review the financial statements and internal controls of the event
- Camp Ta-Kum-Ta will not assume any legal or financial liability at a community event
- Camp Ta-Kum-Ta is not responsible for any damage, accidents to persons or property at a community event

## Community Event Guidelines – Tax Receipting

It is very important that you understand the rules about tax receipts BEFORE you plan your event. The requirements for receipting are extensive and time consuming. You may decide, in the end, that if only a small tax receipt can be issued, it may be better not to offer them at all.

It is your responsibility to communicate decisions surrounding tax receipting to the participants of the event, so please be sure you have discussed your situation in detail with a Camp Ta-Kum-Ta representative and that you are clear about what you can and cannot offer.



### **Tax Receipting Guidelines:**

Camp Ta-Kum-Ta must adhere to all IRS & Vermont rules and regulations in order to retain our charitable status. We reserve the right to audit the records pertaining to any event in order to ensure compliance with the IRS.

Camp Ta-Kum-Ta will only issue tax receipts for the amount of the actual donations received by the camp office. Tax receipts cannot be issued for funds used to cover the costs of the event or other administrative expenses incurred by the organizer.

Camp Ta-Kum-Ta is permitted to issue tax receipts to individuals that make a donation without receiving a tangible item or benefit in return. Benefits could include: dinner, alcohol, chance to bid on auction items, entertainment, parking, etc. Tax receipts are provided for donations of \$25.00 or more, providing the donor meets the above conditions.

### **Tax Receipts will be issued for Community Events:**

- Provided the office receives a statement showing all revenues and expenses from the event
- Provided the event organizer ensures that the amount of money collected after expenses is sufficient to cover the amount of money for which receipts have been requested.
- All other IRS conditions are met.

**Please Note:** Tax receipts dated for the year of your event can only be issued if all money and information is received by **December 31st** of that year.

### **Tax Receipts will not be issued:**

- For the purchase of admission tickets, green fees or auction items
- For in-kind goods donated to an event
- For donated services such as hiring an entertainer or auctioneer for an event
- For sponsorship, as advertising or promotion (a tangible benefit) is being received in return for the payment
- Gift certificates donated by the issuer of the certificate

**Please note:** Sponsors and other corporate contributors may be provided with a business gift letter as proof of contribution. Often, a charitable tax receipt is neither required nor appropriate for this group of contributors.

