

Guidelines for Activities and Events in Support of Morale and Welfare Funds

Many Base/Wing/Units, individuals and organizations express interest in supporting one or more of the official Morale and Welfare Funds that support the CF Community such as: Military Families Fund (MFF), CF Soldier On Fund, Hospital Comforts Fund and CFPAF.

Donations to these funds are administered per the:

- NPP Sponsorship and Donations Policy; and
- A-FN-105 (Chapter 29), NPF Accounting for Sponsorship and Donations.

Donations (contributions made without expectation of any benefit in return other than public acknowledgement) to these funds are also eligible for receipts for tax purposes.

More information on these policies can be found at: www.cfpsa.com/sponsorship.

Information for Base/Wing/Units

Should your B/W/U host an event or activity in support of a Morale and Welfare Fund. (i.e. Golf Tournament, Dinner, etc...) and:

You receive contributions:	THEN:	AND:
	To make a contribution to the Morale and Welfare Fund:	Accounting and Receipts for Tax Purposes are:
From ticket sales, silent auction, etc...	An internal lump sum transfer from the B/W/U can be made by contacting the appropriate fund manager.	Administered by B/W/U or regional NPF Accounting.
Toward the event itself (i.e. A caterer provides a luncheon at the Golf Tournament.)	N/A as the contribution is to the B/W/U event and not the Fund. Donor is still eligible for receipt for tax purposes as the donation is to B/W/U NPP and is a donation to the crown.	Administered by B/W/U or regional NPF Accounting.
From individuals through an official Fund Donation Form that is onsite.	Cheques are to be made payable to: Canadian Forces Central Fund in the name of the Fund and mailed to the appropriate Fund Manager with the Fund Donation Form.	Administered by NPF Accounting at HQ.

Per NPP Sponsorship and Donations Policy, the involvement of a designated NPP Sponsorship and Donations Authorized Agent from your B/W/U is required. For a list of NPP Sponsorship and Donations Authorized Agents, please contact your PSP Manager or Candice Bazinet, National Sponsorship Specialist, CFPSA at 613-995-0321 or bazinet.candice@cfpsa.com.

Information for Third-Parties

Should you be an individual, community group or organization wanting to organize a fundraising activity in support of one or all of the above Morale and Welfare Funds, we thank you for your support. Please note the following:

- **There are two ways for an organization to donate proceeds from an activity or event :**
 1. Proceeds from the event which are dedicated to a CFPSA Fund are donated to CFPSA in one payment on behalf of the organizers. The organizers are responsible to provide receipts or receipts for tax purposes to contributors.
 2. Individuals and organizations participating in the event can make donations directly to CFPSA by contacting the appropriate fund manager or donating on-line where available. CFPSA will then issue a receipt from the crown for tax purposes to that individual or organizational donor.
- **Endorsement**

The CFPSA is grateful for third-party fundraising efforts. However we do not officially endorse third-party events or activities, as we have no way of auditing and verifying all activities. Please use the following phraseology format to represent this accordingly: "Title of fundraising event" in support of "Fund Name." (e.g., John Doe Golf Tournament in support of the Military Families Fund).

For Fund information, please contact the appropriate fund manager:

Military Families Fund
Sandy Gauthier
613-992-4560 /
gauthier.sandy@cfpsa.com

CF Soldier On Fund
Greg Lagacé
613 996 6444 /
lagace.greg@cfpsa.com

Hospital Comforts Fund
Mark Larose
(613) 996-8685 /
larose.m@forces.gc.ca

CFPAF
Yves Rioux
613-760-3442 /
Rioux.yves@cfpsa.com