



## Join us on **November 2, 2009** for two new Charity Law Workshops in **Calgary!**

The Kahanoff Conference Centre  
200 – 1202 Centre Street Se  
Calgary, AB T2G 5A5



Charity  
Law  
Information  
Program

### **Charity Checklist: Managing Legal Compliance Risks (9:00 a.m. – 12:00 p.m.) - \$25**

Ensuring compliance with the *Income Tax Act* can seem a daunting task, especially with competing mission-related priorities. However, ignoring your obligations can lead to embarrassment, penalties and worst of all, CRA revoking your charitable status. Join charity lawyer Mark Blumberg (editor of CanadianCharitylaw.ca) as he provides plain-language information, tools and resources about your legal compliance obligations. The workshop will cover:

- The top legal compliance concerns of your charitable registration;
- How CRA's new Guidance *Fundraising by Registered Charities* impacts your organization;
- Complying with your annual filing requirements (T3010B).

### **Strengthening Governance, Ethical Standards and Financial Controls (1:00 p.m. – 4:30 p.m.) - \$25**

Charity lawyer Mark Blumberg will explore key governance, ethical and financial control strategies that will help safeguard your assets and prevent misuse of your organization's resources. This interactive workshop will cover:

- Your board's seven key legal responsibilities;
- The difference between qualified and non-qualified donees (and how this designation affects your dealings with partners in Canada and abroad ... to say nothing of your charitable status);
- Basic financial controls that will help protect your charity's assets.

**Who should attend these workshops:** Executive Directors, Board Chairs and Treasurers, Senior Managers, or the designated person responsible for completing your charity's information return (T3010B). NB - These presentations are suitable for both staff and/or volunteers of registered charities to attend.

**Cost:** Each session is \$25. If you stay for the day, your fee for both sessions (\$50) will include a networking lunch.

**How to Register:** Please complete the attached registration form for the session(s) you would like to attend. Or, you can register online at [https://www.ocsa-eservices.ca/ocsameetings/Meeting\\_Register\\_RegistrationType.aspx?MTG=1653](https://www.ocsa-eservices.ca/ocsameetings/Meeting_Register_RegistrationType.aspx?MTG=1653).

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Subscribe to the CLIP Communiqué, our free electronic newsletter, and receive information about upcoming workshops and webinars, as well as links to plain-language articles and templates, and information from charity lawyer Mark Blumberg. To subscribe, please visit <http://www.capacitybuilders.ca/clip> and click on the "help" button.

Capacity Builders 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>.

Project funding provided by:



**Canada**



## Charity Law Workshop Registration Form

November 2 – The Kahanoff Conference Centre

Pre-registration for this workshop 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 a confirmation letter and directions to the workshop.

**Online:** [https://www.ocsae-services.ca/ocsameetings/Meeting\\_Register\\_RegistrationType.aspx?MTG=1653](https://www.ocsae-services.ca/ocsameetings/Meeting_Register_RegistrationType.aspx?MTG=1653)  
**Phone:** (416) 256-3010 x 232  
1-877-484-3030  
**Fax:** (416) 256-3021 (24 hours a day)

**Please photocopy this registration form for additional registrants**

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

	Charity Checklist: Managing Legal Compliance Risks	9:00 a.m. to 12:00 p.m.	\$25
	Strengthening Governance, Ethical Standards and Financial Controls	1:00 p.m. to 4:30 p.m.	\$25
	Both Workshops including the Networking Lunch	9:00 a.m. to 4:30 p.m.	\$50

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

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

Please check here if you DO NOT want your contact information circulated on the participant list.

**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 (made payable to Capacity Builders).

Cheques should be mailed to Charity Law Information Program, 104 – 970 Lawrence Ave. West, Toronto, ON M6A 3B6

**Cancellation Policy – Please read this 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 Information: Charity Law Information Program  
104-970 Lawrence Avenue West, Toronto, ON M6A 3B6  
1-877-484-3030 [clipreception@capacitybuilders.ca](mailto:clipreception@capacitybuilders.ca)