



**Title:** Global Village Donations Policy  
**Policy Type:** Management Policy  
**Approval:**  
**Date of Last Revision:** June 2024  
**Date of Next Review:** June 2025

## GLOBAL VILLAGE DONATIONS POLICY

### Scope and Purpose

The purpose of this policy is to ensure that the policy and procedures regarding donations made to participate in a Global Village (“GV”) build through Habitat for Humanity Canada (“Habitat Canada”) are clear and align with Canada Revenue Agency requirements.

### Policy

For Canadian taxpayers, a donation to participate in a GV build is considered eligible for a tax receipt because it is being made voluntarily in support of the charitable work of Habitat Canada. A GV program donation, whether from the GV participant or their donors, is nonrefundable and nontransferable. Donors who make a tax-deductible donation will receive a thank you email and tax receipt from Habitat Canada.

A donation made to support a GV volunteer’s participation in a GV build covers the costs associated with hosting a volunteer team in-country such as meals, accommodation, local transportation to the build site, travel health insurance, supervisory support, security, and the local Habitat offices GV program operations. It does not cover any costs associated with a GV volunteer’s non-build day activities, visas or airfare. Any donations above the minimum amounts required contribute to Habitat for Humanity’s global programming and ensure that more families can be supported around the world.

Habitat Canada does not accept payments for non-build day activities. If these funds are submitted by accident, Habitat Canada cannot provide reimbursements and the funds will be included as a donation towards the GV volunteer’s respective GV build.

### Process

Once volunteers are accepted on a GV build, they must register and pay a non-refundable deposit in the amount determined by Habitat Canada. The GV team leader is responsible for confirming volunteer participation within 7 days of registration. The donation schedule is as follows:

15 days upon being accepted	Non-refundable deposit due
45 days prior to departure	Balance of donation due
30 days prior to departure	Minimum fundraising target due <i>We will not close your fundraising page if you want to continue and exceed your target!</i>

#### 1. Submitting Donations Online

Online donations are encouraged. An electronic tax receipt will be emailed to the email address provided by the donor once the transaction is confirmed. Donors are advised to check their email and junk mail folders if necessary to find their electronic tax receipts. The name on the tax receipt will be the name that was entered by the donor in the billing address section.



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a) Volunteer fundraising page

Within the GV Volunteer Centre, all GV volunteers will have a personal fundraising page that can be modified to add or update fundraising goals, send emails to friends and family to ask for support, thank donors, and issue electronic tax receipts.

b) Global Village website

GV volunteers may contribute towards their own build(s) using the online donation page at [www.habitat.ca/globalvillage](http://www.habitat.ca/globalvillage). For group fundraising, the GV team leader will instruct Habitat Canada staff on how funds should be distributed amongst team members, before the final payment deadline.

2. Submitting donations by cheque or money order

Donations may be submitted by cheque or money order provided that they include a **build code, volunteer name** and [Donation Form](#). If a single cheque or money order is being submitted that represents a collection of donations from others, the Donation Form should clearly identify each donor and their donation amount. Donations by cheque or money order should be made payable to "Habitat for Humanity Canada" and sent to:

Habitat for Humanity Canada  
Global Village Program  
100 Yonge St Unit #1002  
Toronto ON, M5C 2W1

Tax receipts will be sent by mail to each donor approximately four to six weeks after Habitat Canada has received the cheque(s) or money order(s).

3. Fundraising Guide

To support volunteer fundraising and tax receipting, please refer to the [Fundraising Guide](#) for more detailed information.