



# Regulated Fundraising Event Report Instructions

## When to use this form

The chief agent of a registered party that has at least one sitting MP in the House of Commons (or had one on dissolution for a general election) must submit this report for an event that meets these conditions:

- it was organized to financially benefit the party or one of its affiliated political entities
- it was attended by a party leader or other prominent party member, and
- at least one person had to have contributed over \$200 or paid over \$200, part of which was a contribution, to attend.

For events held **outside** a general election period, the report is due 30 days after the event date.

For events held **during** a general election period, a single report is due 60 days after polling day. To do this, complete a separate report (sections A to H) for each event and submit them together.

## Tips for completing this form

### Section B – Event information

For events in a commercial venue, such as a hotel, restaurant or conference centre, enter the name of the venue in the Venue name field. Indicate the City, Prov./Terr. and Postal code but there is no need to indicate the street address.

For events at a private residence, enter “Private residence” as the Venue name. There is no need to indicate the name of the individual whose private residence it was or the street address but do indicate the City, Prov./Terr. and Postal code.

For events that took place online or by teleconference, enter “Online” or “Teleconference” as the Venue name, and “NA” in the City, Prov./Terr. and Postal code fields.

### Section C – Contribution or payment amount

Enter the amount or the range of amounts that people had to contribute or pay in order to attend (e.g. contributions or range of contributions for a donor appreciation event; or ticket price or range of ticket prices for another event).

### Section D – Beneficiaries

Enter the name and type of each political entity that the event was organized to financially benefit.

### Section E – Prominent attendees

A prominent attendee may be a party leader, an interim leader, a leadership contestant or a federal Cabinet minister (a minister of the Crown or minister of state).

### Section F – Organizers

Enter the name of each person or entity that organized the event or any part of it.

## **Section H – List of attendees**

Enter each person aged 18 or older who attended the event. Do not include people who attended solely for the following purposes:

- to assist someone with a disability
- as an employee involved in organizing the event
- as part of a media organization or as a freelance journalist
- as a member of security or support staff for a party member who led to the event being a regulated event
- to provide volunteer labour.

## **Telephone help**

If you need help completing this form or you have any questions, call the Political Entities Support Network at 1-800-486-6563.

## **Where to send the form**

The *Regulated Fundraising Event Report* can be sent to Elections Canada by

### **Email**

political.financing@elections.ca

### **Mail**

Elections Canada  
30 Victoria Street  
Gatineau Quebec K1A 0M6

### **Fax**

Political Financing  
1-888-523-9333 (toll-free)  
1-819-939-1803