

Information

Who must be registered?

A charitable organization must be registered under the *Charitable Fund-raising Act* if:

- It uses a fund-raising business
- It intends to raise more than \$25,000 in gross contributions in its financial year from solicitations (requests for contributions) to individuals in Alberta
- During or after the campaign it finds it has raised more than \$25,000 (if so, the charity must register within 45 days after the contributions reach \$25,000)

The Act applies to any incorporated or unincorporated organization that is formed for a charitable purpose. It applies even if the organization is incorporated under the *Societies Act* or registered with Canada Revenue Agency (Revenue Canada).

It also applies to any person asking for contributions to be used for a charitable purpose or charitable organization, even if that person is not connected to any charitable organization.

A charitable purpose includes any philanthropic, benevolent, educational, health, humane, recreational, religious, cultural or artistic purpose.

Who does not need to be registered?

- A charity asking for contributions from its members or their immediate families.
- A charity asking for goods (e.g. furniture for an office, not for resale) or services (e.g. volunteers) that it will use for its administration or other non-charitable purpose.
- A charity raising funds through raffles, pull tickets, bingos or casinos; contact the Alberta Gaming and Liquor Commission ([external site](#)) for licensing information.

Registration Requirements

To register a charitable organization you must provide the following to Service Alberta:

1. A completed Application for a Charitable Organization (pdf) form
2. **The registration fee is \$60**, which is for a one-year registration

Note: Registration takes effect the date it is issued. The department will send you a renewal notice, the appropriate forms and instructions before your registration expires. You must tell Service Alberta if your organization's address changes. Send this information to Service Alberta, Consumer Programs, 3c, 10155 – 102 Street, Edmonton, Alberta T5J 4L4.

3. All charitable organizations registering for the first time must submit copies of their solicitation materials and telemarketing scripts that will be used to solicit donations (these will be reviewed before the registration is issued to make sure the information meets the Act's disclosure requirements).

For further assistance with this topic, please contact the Consumer Contact Centre at 780-427-4088 (Edmonton and area) or 1-877-427-4088 (toll free - other areas in Alberta).

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