



## **Third Party Fundraising Events – Guidelines and Information**

Thank you for your interest in hosting a third-party event in support of the Durham Children's Aid Foundation to help ensure no child, youth or family shall be left behind. We are truly grateful for your support and efforts to raise funds and generate awareness of our organization's mission.

A third-party fundraiser is any fundraising initiative brought forward by an individual(s), community group, service club, or business external to DCAF, to raise money through a planned activity that is primarily developed, managed and financially resourced by the external party. Some examples of these would be golf tournaments, galas, silent auctions, or other special events where a portion of, or the entire proceeds, would benefit DCAF.

We appreciate the commitment, time and resources required for the successful execution of your third-party fundraising event. To have a clear and mutual understanding we have developed Terms and conditions/guidelines below for your review.

DCAF requests that you review the T & C's below and complete and sign the third-party information form.

### **DCAF Third-Party Terms and Conditions**

Third party organizers must agree to the following terms and conditions:

- All third-party events must comply with applicable laws. Where applicable, permits, insurance and/or charitable gaming licenses must be obtained.
- The third-party organizer(s) agree to cover all costs associated with their event.
- DCAF assumes no legal or financial liability associated with the event. Nor is DCAF liable for any injuries, damages or other costs that may be associated with the actions of volunteers or participants related to your event.
- DCAF cannot share lists of information pertaining to donors, volunteers, or media contacts.
- Following review of the event, DCAF logos will be provided for promotional purposes.
- DCAF reserves the right to withhold the use of our name and logo from any event which does not align with our values, mission, DEI commitment or fundraising mandate.
- DCAF asks to be apprised of any media requests or coverage that takes place and to be tagged in all promotions and coverage.
- DCAF asks that all marketing materials – printed and electronic – be reviewed by us prior to publishing and distribution.
- All promotional material must indicate that the event is "in support of" or "proceeds will benefit" Durham Children's Aid Foundation. Publicity should not imply that DCAF is an organizer.
- DCAF can help promote your event on social media and on our third-party event webpage upon request and within reason.
- DCAF representatives may be available to attend or participate in your event with prior notice.
- Due to privacy concerns, we cannot arrange for current or former DCAF beneficiaries to speak at or attend your event.
- DCAF may be able to assist in some areas to support the Third-Party event, however, expectations of support should be clearly discussed prior to the commencement of the promotion of the event.
- Please ensure that all funds raised are submitted within 45 days of the event end date.
- Official Charitable Tax receipts can be issued for donations of \$30 or more and in accordance with Canada Revenue Agency guidelines. Complete donor information is required. Please ensure the request is eligible for tax receipt.



## THIRD PARTY EVENT OF HOPE Details

### **Host Details**

Organization if applicable:

Organizer/Contact Name:

Street Address:

City/Town:

Email Address:

Phone Number:

Alternate Phone Number:

**Please select a category that best describes your event:**

☐ Individual   ☐ Business   ☐ Service Club/Community Group   ☐ School   ☐ Corporate

Other: (please specify) \_\_\_\_\_

### **Event Details**

Event description:

Event Name:

Date:

Venue Name:

Street Address:

City:

Start and End Times:

Estimated Donation/Fundraising Goal:

**Please confirm by signing below that you will agree to:**

- i) Submit all donations from your event to DCAF with 45 days of your event.
- ii) Provide any changes to the details above to DCAF as soon as possible.

I have read, understand, and agree to the guidelines outlined in DCAF Events of Hope Third Party Event Guide

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_