

## **Third Party Fundraiser**

### **Application Form and Agreement**

Thank you for your interest and support in hosting a third party fundraiser to benefit Epilepsy Southwestern Ontario (ESWO). One in 100 Canadians are affected by epilepsy and one in ten will have a seizure in their lifetime. Your support will help to ensure we can provide services and support to individuals and families throughout Southwestern Ontario.

By organizing and hosting a fundraiser, not only will your efforts help to sustain ESWO, you'll make a difference in the lives of people affected by epilepsy in your community by raising awareness. It is through education and awareness that we are able to help dispel the myths that many living with epilepsy face.

The following package includes a Fundraising Application Form, Terms and Conditions and other important information that will assist you with hosting a fundraiser in support of ESWO. Please read and submit the completed and signed forms to ESWO staff.

#### **The following assistance and services will be available and/or provided by ESWO:**

- Letter of authenticity/support
- Advice and expertise on planning, organizing and implementing your fundraiser
- Logo
- Promotional support ([www.epilepsyswo.ca](http://www.epilepsyswo.ca), social media)
- Staff representative at fundraiser (subject to availability) for specific expectations and activities (i.e. speaking on behalf of ESWO, cheque acceptance, etc)
- Information on tax receipting

**Primary Contact:**

Name:

Email:

Phone:

**Fundraiser Information:**

Name:

Date:

Location:

Description: (may have to attach separate sheet if necessary. Include timing of event, activities, cost of tickets, etc)

Estimated number of participants/ attendees:

Is this an annual fundraiser?

Expected Revenue:

How will the revenue be raised (check all that apply below):

- ticket sales**  **donation/pledges**  **silent auction**  **other (specify)**

Budget: (fundraiser breakdown – you may have to attach a separate sheet if necessary)

What portion of proceeds will be donated to ESWO? (Check all that apply)

- All (no expenses to be deducted)
- Net (proceeds minus expenses)
- Portion (specify percentage :)

**Please note:** All promotional and advertising material must clearly state the exact portion of proceeds to be donated to ESWO

Are tax receipts requested?

### Event Promotion:

How will you promote/ publicize this event? (i.e. poster, social media, brochure, website, etc)

Do you require any of the following resources from ESWO?

- Logo: **Y**  **N**
- Banner/ signage: **Y**  **N**
- Educational materials: (i.e. brochures, first aid information) **Y**  **N** 
  - If yes, please specify number requested
- Event calendar listing on [www.epilepsyswo.ca](http://www.epilepsyswo.ca) **Y**  **N**
- Other items such as ESWO branded items (i.e. t-shirts, bracelets, pencils) for purchase **Y**  **N** 
  - If yes, please specify number and type of branded items

- If available, would you like an ESWO rep at the event? **Y**  **N**
- If yes, please indicate your expectations of time and activity for the rep.
  - Speaking on behalf of ESWO, length of time:

- Cheque acceptance, length of time:
- Other, please describe:

Please note: While we are not able to attend every event to which we are invited, we will do our very best to accommodate your request.

**Sponsorship:**

Will you be contacting local individuals or companies for sponsorship? **Y**  **N**

If yes, please provide us the names of sponsors:

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Submitting the Application and Agreement Form with my name and signature, I understand and agree to the attached Terms and Conditions.

Coordinator's name:

Coordinator's signature:

Date:

**Office Use Only:**

Date received:

Approved by:

Date approved:

Special Notes:

## Terms and Conditions

The individual, organization or business must understand and agree to be bound by the general policy set by the following terms and conditions as indicated by their signature on the Application and Agreement Form.

### **Approval and Compliance:**

Epilepsy Southwestern Ontario (ESWO) is proud to be the recipient of funds raised by individuals, organizations and businesses who engage in fundraising activities. Such events must promote and maintain the positive image of ESWO and the use of the organization's name and/or logo must have prior approval from ESWO.

### **Right of Refusal:**

ESWO reserves the right to refuse or relinquish involvement in any fundraising proposal that doesn't fall within its mandate.

### **Financial and Insurance:**

ESWO will not fund or reimburse for expenses or be responsible for any financial losses or unsettled accounts incurred by those using the ESWO name for fundraising events. ESWO will not underwrite or insure any third party fundraising events. The individual, organization or business coordinating and/or sponsoring the event may not contract any goods or services under the name of ESWO.

In addition, the organization does not obtain third party lottery licenses and tax receipts will not be issued for funds raised through any form of gaming.

### **Liability:**

The individual, organization or business coordinating and/or sponsoring the event will arrange for any necessary insurance in conjunction with ESWO, and will provide proof of insurance if requested.

The organizer will indemnify and hold harmless ESWO and its volunteers, employees, officers and directors from and against all claims, suits, actions and proceedings arising out of any claims from the fundraising event.

### **Licenses and Fees:**

If any licenses or permits are required for the event, it will be applied for and obtained in the name of the individual, organization or business that's coordinating and/or sponsoring the event. Additionally, one must ensure that they conform to all government regulations (federal, provincial and municipal).

### **Alcohol Policy:**

Any third party wishing to sell alcohol at their event, must obtain all necessary permits as required by their local governing bodies. All laws and bylaws must be observed. Under no circumstance is alcohol to be made available free of charge at any event.

**Fundraising Revenue Submission:**

It is agreed that all proceeds will be forwarded to ESWO within 60 days of the event. Cheques/money orders are to be made payable to Epilepsy Southwestern Ontario.

**Material Approval:**

All promotional materials, publicity, communication, press releases and letters to sponsors and individuals must be approved by ESWO. Materials must state that the event is “in support of” ESWO and is not an official ESWO event. Assistance with such materials is available from the organization’s office.

In signing the agreement, you agree to send samples of all materials using ESWO name/ logo to organization’s office for approval prior to distribution.

**Sponsorship:**

All sponsors participating in third party event must comply with ESWO’s mission and business practices. ESWO will not approach or solicit donors, sponsors or supporters on behalf of the third party event. No person involved in a fundraising event on behalf of ESWO shall directly solicit funds door-to-door or through telemarketing.

**Tax Receipts:**

As a registered charity, ESWO must abide by rules and regulations developed by Canada Revenue Agency. No portion of any cost to a participant or organizer of a third party event will be assumed to be tax deductible without prior authorization from ESWO. For additional tax receipt information, please contact ESWO or visit [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)

**Photos/Videos:**

ESWO has full permission to use any photos or videos of a third party event that have be submitted to staff for any future recognition or promotional purposes.

**Privacy:**

ESWO will protect your personal information and adhere to all legislative requirements with respect to your privacy. Personal information provided will be used in accordance with our privacy policy.