



Third Party Event Application Form

We would like to thank you for your interest in raising funds for the Women and Children's Shelter of Barrie (WCS).

We welcome and appreciate your efforts to raise awareness about our agency and about violence against women. By hosting this event you will help support women and children in your community who have been impacted by abuse and violence.

The use of the Women and Children's Shelter of Barrie's name implies that funds will go to our organization. We have a responsibility to steward these funds and a responsibility to our Donors to ensure these events will indeed raise funds for the WCS and that our name and/or logo will be associated with events that keep with our mission, values, and vision.

Therefore we must formally approve of any Third Party Fundraising Events and activities using our name.

We look forward to learning more about your event and ask you to please read through our guidelines and complete the following:

1. Third Party Event Terms and Conditions
2. Third Party Event Proposal Form

*Once these are complete, please contact Heather Croft at **705-728-6300 x 229** or heather@barrieshelter.com to arrange a face to face meeting to discuss the event details in person.*



THIRD PARTY EVENTS – TERMS AND CONDITIONS

Please read the following terms and conditions, complete the required information, and sign below.

1. I _____, (Organizer), am applying to organize a Third Party Fundraising Event to benefit the Women & Children's Shelter of Barrie (WCS). The WCS does not take an active role in planning or organizing this event.
2. Only events consistent with the vision and mission of the WCS will be approved.
3. Use of the WCS name should be done with one of the following wordings:
 - “Proceeds from this event will go to the Women & Children's Shelter of Barrie”
 - “Your ticket purchase helps to support the Women & Children's Shelter of Barrie”
 - “The (name of your event) is a benefit for the Women & Children's Shelter of Barrie”
4. The organizer agrees to submit to the WCS all copy for advertisements and other event-related promotional materials which use the name and/or logo of the Women & Children's Shelter of Barrie; and to obtain the WCS's written permission before their production and distribution. The shelter expressly reserves the right to final approval on anything that uses the name of the Women & Children's Shelter of Barrie.
5. The sponsoring organization/individual agrees to underwrite all costs of the special event/promotional campaign, or to secure such underwriting. The Women & Children's Shelter of Barrie shall incur no costs or liabilities unless otherwise agreed to in writing prior to the special event/promotional campaign.
6. The Organizer agrees to handle all monetary transactions for the event and will present the proceeds to the WCS within 60 days along with detailed accounting.
7. The Organizer acknowledges that the WCS adheres to receipting policies of the Canada Customs and Revenue Agency. Please note that not all funds raised qualify for a tax receipt. The Canada Revenue Agency restricts the dollar amount of tax receipts to donors where a benefit or advantage accrues to the supporter. Examples include but are not limited to door prizes, dinner, signage/advertising, complimentary items. The Organizer agrees not to promise charitable tax receipts for any donation, item or service without first speaking to the Women & Children's Shelter of Barrie.

8. The Organizer agrees to receive advance written approval from the WCS before requesting any donations/sponsorships (cash or in kind) from any organization or individual.

9. The WCS accepts no legal responsibility for the event and cannot be held liable for any risk or injury, or other damages in conjunction with the event. The organizer must obtain all necessary permits, license, and insurance relating to the event and will provide the WCS with copies of the above at least 2 weeks before the event start date.

10. The organizer will arrange staff/volunteers to organize and run the fundraiser. This is an opportunity for you and your group to raise funds in support of women and children right here in your community. The WCS may be able to provide some level of assistance for events depending on timing and staffing requirements.

11. The organizer agrees to use its own mailing list and or contacts. The WCS will not actively sell tickets to the event and/or purchase tickets for attendance for the WCS representatives. The Organizer is asked to give the WCS two complimentary tickets for use by staff and/or board.

12. Approval of the Organizers application is only valid for the event detailed in this proposal. Events held in subsequent years and/or of a different format must also be submitted for approval.

The Women & Children's Shelter of Barrie reserves the right at any time to withdraw its support of the event and the use of the WCS's name and logo. If the event is cancelled, the Organizer will notify the WCS within three business days.

I agree to the terms and conditions as outlined above:

Organizer's Name and Title: (Print)

Signature

Date

(Print name) for the Women & Children's Shelter of Barrie

Signature of WCS representative

Date

Approved and initialled: _____



THIRD-PARTY EVENT PROPOSAL FORM

Please complete this form in full

PLEASE PROVIDE SOME BACKGROUND DETAILS:

Date of Request: _____

Project/Event Title (if applicable): _____

Location: _____

Event Date: _____

APPLICANT OR LEAD ORGANIZATION INFORMATION:

Name of Individual/ Organization/Group _____

When was your organization established? What is your purpose? Do you have a connection to the Women & Children's Shelter of Barrie?

Mailing Address: _____

Telephone: Fax: _____

Email: _____

WEBSITE: _____

Contact Person (name & position title): _____

PLEASE PROVIDE US WITH SOME FINANCIAL INFORMATION:

Will other Charitable organizations benefit from this fundraiser? ____ Yes ____ No

If yes, please list the name (s): _____

Will you require tax receipts? _____ Yes _____ No

Please note tax receipts are issued in accordance with CRA guidelines and must be pre-approved by the WCS.

We suggest that you take some time to plan your event's revenues and expenses. Please fill out the following to the best of your ability.

Revenues:**Expenses:**

Cash Sponsorships:	Venue:
Ticket Sales:	Food/ Beverage:
Auction:	Printing/Advertising:
Misc Sales:	Entertainment:
Other (specify):	Décor:
	Other (specify):
Totals:	Totals:

Expected Net Revenue: (Rev – Exp) = _____

Amount to be given to the WCS: _____

References:

Please list at least one reference (professional contact or previous fundraising recipient organization and contact) below that the WCS can contact if this is your first time conducting a fundraiser in support of the WCS.

Organization Name: _____

Contact Person: Title: _____

Telephone: _____

Email: _____

Relationship: _____

Please complete this form and return with necessary attachments (budget, additional Information) by mail, e-mail or fax to:

The Women & Children's Shelter of Barrie
115 Edgehill Dr.
Barrie, ON
L4N 1L9

Email: **heather@barrieshelter.com**

Phone: **705-728-6300 ext 229**

Fax: 705-728-1364

** Please allow at least 10-12 business days for final approval of your proposal**

For internal WCS use only

Date received: _____

Date reviewed: _____ Reviewed by: _____

Approved ___ Declined ___

Notes: