



## 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

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.

Tag us on social media using the following handles:

[www.facebook.com/WCSBarrie](http://www.facebook.com/WCSBarrie) - @WCSBarrie  
[www.twitter.com/Barrieshelter](http://www.twitter.com/Barrieshelter) @Barrieshelter  
[www.instagram.com/wcs\\_barrie](http://www.instagram.com/wcs_barrie) @wcs\_barrie

Please email completed forms to [katie@barrieshelter.com](mailto:katie@barrieshelter.com)

Once these are complete, please contact Katie Taylor at **705-728-6300 x 229** or [katie@barrieshelter.com](mailto:katie@barrieshelter.com) to arrange meeting to discuss the event details.



## 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.

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.

**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



## 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 \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

Contact Person (name & position title): \_\_\_\_\_

**ADDITIONAL INFORMATION**

Please provide a description of your event: (Including logistics, venue, numbers of attendees, costs, etc. – use additional space if necessary.)

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Will other Charitable or Non-Charitable organizations benefit from this fundraiser?

Yes \_\_\_ No \_\_\_

If yes, please list the name (s): \_\_\_\_\_

Will you require tax receipts?

Yes \_\_\_ No \_\_\_

Do you require WCS staff to speak during this event?

Yes \_\_\_ No \_\_\_

Do you require WCS volunteers to help during this event?

Yes \_\_\_ No \_\_\_

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