



HOSPICE VAUGHAN

Hospice Vaughan Administration Policies and Procedures
Please note: the terms and conditions of this agreement can change at any time to adapt to organizational changes.

THIRD PARTY FUNDRIASING AGREEMENT

Approval Process

Hospice Vaughan and the Event Organizer(s) will ensure that fundraising events do not proceed without the prior approval of the Third Party Event Proposal Agreement, any contractual agreement required by Hospice Vaughan and execution by the Event organizer(s). Agreements between Hospice Vaughan and the Event Organizer will reflect the requirements and principles in this Guideline.

Third Party Fundraising Event Proposal Agreement

Proposed Date of Event: _____

Event Organizer Information:

Name of individual/group or company hosting event:

Contact Person (First and Last Name): _____

Phone Number: _____ Alternate Phone Number: _____

Address: _____

City, Province, and Postal: _____

Email Address: _____

Event Information

Type of Event (ex. Fundraiser, gala, community event) _____

Name of Event: _____

Event Location and Address: _____

Anticipated number of guests/attendee's? _____

What inspired you to do this event?

Briefly describe the event and how the funds will be raised.

What is your fundraising goal/objective net proceeds to Hospice Vaughan?

\$ _____

How many years have you been having this event? _____

Past years net proceeds? _____

Previous organization(s) donated to?

Are there any other charities/organizations receiving funds from this event? If so, please list the additional charities/organizations.

Promotions and Communications

Is this a private or closed event? _____

Will Hospice Vaughan's name be used in promotion of this event? **Yes / No**

If yes, please explain how:

PLEASE NOTE ALL ARTWORK CONTAINING THE HOSPICE VAUGHAN LOGO WILL NEED TO BE APPROVED BY A HOSPICE VAUGHAN REPRESENTATIVE BEFORE BEING USED.

Hospice Vaughan will need to grant written permission to the event organizer to use the Hospice Vaughan name and/or logo in any use of promotion. If permission is granted the Hospice Vaughan name/logo may only be used for the specific event listed in this agreement. Should the organizers needs for use change, or be required for use on a different event, the organizer must receive approval from a Hospice Vaughan staff representative prior to use.

Would you require any promotional material from Hospice Vaughan? (Ex. flyers, pamphlets, etc...)

Are there any external sponsorship requirements? **Yes / No**

If yes, please explain: _____

Would you like Hospice Vaughan to give your event exposure **Yes / No**

Are there any limitations/restrictions on where/how you would like Hospice Vaughan to promote your event? **Yes / No**

If yes, Please explain:

Would you require any event support from Hospice Vaughan? If so, please explain:

Would you require a representative from Hospice Vaughan to attend your event? **Yes / No**

Hospice Vaughan will make the best efforts possible to be available to handle your requests around materials, information, and representatives though resources may be limited.

If yes, please explain what role you would be expecting the Hospice Vaughan representative to play at the event:

Liability

Please note that all third-party events must supply their own form of event insurance. Hospice Vaughan will not be liable to cover any insurance claims that may arise at the event in question.

- Hospice Vaughan shall have no obligation whatsoever with respect to financing, organization, or implementation of the event and the organizer hereby acknowledges that Hospice Vaughan and any/all its agents shall be regarded as harmless in respect to any and all liability claims made against the organizer of the event, should there be any.
- In the event that the costs of the event exceed the revenue generated from the event, Hospice Vaughan shall have no liability whatsoever in regards to any excess costs.

Donation

All donations will be given to Hospice Vaughan within 60 days after the date of the event.

Will you be able to transfer the funds within this time frame? **Yes / No**

If no, please explain:

Tax Receipts

As a registered charity Hospice Vaughan is able to issue tax receipts based on rules and regulations provided by Canada Revenue Agency. The organizer acknowledges and agrees that the organizer is not authorized to issue charitable or other receipts on behalf of Hospice Vaughan and any such receipts, if any, shall be issued by and solely in the discretion of Hospice Vaughan. Organizers wishing to request tax receipts from Hospice Vaughan for event participants must gain approval prior to the event and must comply with CRA requirements for record-keeping and financial accountability, that include but are not limited to financial summaries, full donor information (name, address, phone number), and donor payment source (ex. cash, cheque, credit)

For more information please visit:

<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/policy-commentary-026-third-party-fundraisers.html>

Event Approval

The Executive Director of Hospice Vaughan or a Hospice Vaughan staff agent appointed by the Executive Director shall review the event proposal form for approval. After review, the Executive Director must sign any event approval forms.

The Executive Director of Hospice Vaughan or a Hospice Vaughan staff agent appointed by the Executive Director is required to review and must approve all promotional materials in advance of any form of publication by any means. (Paper or electronic)

If you have requested that a Hospice Vaughan representative be present at your event, Hospice Vaughan will make arrangements and contact you with the information of the representative that will be in attendance.

Hospice Vaughan will make the best efforts to be available to handle your requests around materials, exposure, information, volunteers and representatives, based on availability and capacity.

Fundraising Practices

Volunteers who solicit or receive funds on behalf of Hospice Vaughan adhere to *Ethical Fundraising and Financial Accountability Code* and other applicable codes of ethics and standards of practice;

- Act with fairness, integrity and in accordance with all applicable laws;
- Discontinue solicitation of a prospective donor who identifies the solicitation as harassment or undue pressure, or does not wish to be solicited;
- Immediately disclose to Hospice Vaughan any apparent or actual conflict of interest/loyalty;
- Do not accept donations for purposes that are inconsistent with Hospice Vaughan mission.

Appendix A: Hospice Vaughan

Third Party Fundraising Agreement

Third Party Fundraising Agreement

- Hospice Vaughan Reserves the right to review approval of this event should the organizer not follow the terms listed in this agreement. In the event that the organizer fails to comply with proper third-party event procedures Hospice Vaughan will take all measures possible to have the event continue, however should the Organizer fail to cooperate, Hospice Vaughan holds the right to cancel this agreement and/or the Event.

Date: _____

Event Organizer/Organization Signature: _____

x _____

Belinda Marchese, Executive Director

Hospice Vaughan

x _____

Diane Presta, Events and Donation Coordinator

Hospice Vaughan