



Third-Party Fundraiser Application Form

My Sister's Place must be notified, in advance, for all fundraising initiatives held on behalf of the shelter. This is to ensure transparency and that we are aware of your initiative and for assurance that it is in keeping with My Sister's Place's brand and mission.

Any individual, organization or business wishing to conduct a fundraising initiative using My Sister's Place's name must complete this Third-Party Fundraiser Application Form and contact My Sister's Place Fundraising Coordinator at (705) 440 7850 or by email fundraiser@mysistersplace.ca.

Should you be approved, we will be in contact with you to support and promote your event as set out in the Third-Party Events Policies.

Thank you for your interest in supporting My Sister's Place.

ABOUT YOU

Name _____

Address _____

City, Province, Postal Code _____

Daytime Phone _____ Mobile Phone _____

Email _____

Are you over 18 years of age? Yes No

ABOUT YOUR EVENT

Name of Fundraising Event _____

Type of Event _____

Date(s) Time _____

Venue _____

Venue Street Address _____

City, Province, Postal Code _____

The event is: By invitation only Open to the public

Anticipated number of attendees _____ Fundraising goal \$ _____

Will revenue from this event be used to pay for event expenses?

Yes No If yes, estimated total expenses \$ _____

HOW YOU ARE RAISING FUNDS

How are you raising money? Check all that apply and indicate what proceeds will go to My Sister's Place.

Donations All proceeds OR _____% of proceeds

Ticket sales All proceeds OR _____% of proceeds

Raffles All proceeds OR _____% of proceeds

Silent/live auction All proceeds OR _____% of proceeds

Sponsorships All proceeds OR _____% of proceeds

Other All proceeds OR _____% of proceeds

If you are not donating 100% of proceeds to My Sister's Place, please list below anyone else who will be receiving funds. _____

OFFICE USE ONLY

Approved (name and title) _____

Signature _____ Date _____

HOW WE CAN HELP YOU

We want to support your fundraising efforts. Please check any of the following supports that are of interest to you.

- Information about My Sister's Place (fact sheet, brochure)
- Donation Forms
- Letter of Endorsement
- My Sister's Place proud supporter logo file
- My Sister's Place representative to attend event (subject to availability)
- Promotion on My Sister's Place social media channels (subject to schedule and approval)

If yes, please provide your social media handles:

Facebook _____ Twitter _____ Instagram _____

Additional information. Why are you fundraising for My Sister's Place?

Is there any other important information My Sister's Place should know regarding your event?

EVENT PROMOTION & PHOTO CONSENT

My Sister's Place wants to help promote your event, with your permission. Please indicate below the level of promotion to which you consent.

Event Promotion

- I agree to allow My Sister's Place to promote my event on its website and/or social media channels.
- I do NOT want My Sister's Place to promote my event on any of its channels.

Event Photography & Video

- I agree to allow My Sister's Place to use the event graphics and/or images in print or online, and that anyone appearing in photos or video has signed a photo release form.
- I do NOT consent to photos or video of my event being shared publicly in My Sister's Place materials.

TERMS & CONDITIONS

Promotion

- When promoting your event, the portion of proceeds being donated to My Sister's Place must be clearly stated, either in dollar or percentage amounts. E.g., "All proceeds benefit My Sister's Place" or "50% of proceeds will be donated to My Sister's Place."
- The standard My Sister's Place logo can be used on third-party fundraising materials.
- Any press releases or other media contact mentioning My Sister's Place should be discussed with and approved by My Sister's Place prior to distribution.

Proceeds

- Proceeds from your fundraiser event must be received in our office within 30 days of your event date.
- Cheques must be made payable to My Sister's Place.

- Third-party organizer(s) agrees to submit donor information including full contact information and a description of the donation, and the monetary value for My Sister's Place to acknowledge community supporters.

Insurance, Licensing & Liability

- To maximize your donation, the event organizer is responsible for all aspects of the initiative including volunteers, advertising, ticket sales, participant registration and sponsor solicitation.
- My Sister's Place will not incur the costs with obtaining permits, licenses and/or insurance for third-party events.
- All raffles, 50-50 draws, and sales and licensed events require the appropriate permits of licenses. Applicants are required by law to adhere to all applicable federal, provincial, or municipal regulations.
- My Sister's Place is not responsible for any financial losses incurred in conjunction with this fundraising initiative.
- My Sister's Place does not provide insurance coverage for any third-party event, nor are we able to assume any legal financial responsibility relating to events.

Sponsorship

- My Sister's Place will provide you with a letter of approval if desired, in order to assist you as you seek event sponsorship.
- My Sister's Place is unable to share mailing lists, donor, or client information as per FOIP guidelines.

Privacy

- My Sister's Place does not trade, sell or exchange in any way, databases or lists of donor or sponsor information.

Conflict of Interest

- The third-party fundraising activity should be one that does not conflict with the mission of My Sister's Place.
- My Sister's Place reserves the right to ask you to remove our name from your event and all associated print material should your event contravene our Mission, Vision or Values.

Tax Receipts

- Events must follow Canada Customs & Revenue Agency (CCRA) guidelines.
- A tax receipt is issued whenever a personal donation is made to a registered charity. The My Sister's Place issues official income tax receipts in accordance with the guidelines set out by Canada Revenue, for all donations of \$20 or more that are made directly to My Sister's Place.
- We will supply donor tracking forms to ensure you are able to capture the name, address and donation amount. Tax receipts cannot be processed until funds are remitted. Please allow up to 4 weeks for processing.

- Sponsorships – Individuals or companies that purchase sponsorship opportunities are NOT eligible for charitable receipts because the sponsor receives something for the value of the sponsorship; generally, in the form of advertising/marketing and occasionally complimentary tickets to your event. My Sister’s Place will, if requested, provide a non-charitable receipt which may be used to claim their sponsorship as a business expense.
- Donations – Individuals or companies that donate (cash or gift-in-kind) and receive nothing for value in return will be provided a charitable receipt stating their donation. For gift-in-kind donations, a receipt showing the donated value must be provided or no receipt will be issued.
- Event registration and tickets – Individuals who purchase event tickets or event registrations can, at times, receive a charitable receipt for a portion of the fee paid. The amount issued on the receipt must be the registration/ticket costs minus the cost of services received (e.g.; green fees, t-shirts, insurance, entertainment, meals).

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS. By signing this document, I/we acknowledge receipt of My Sister’s Place’s Third-Party Fundraising Agreement and agree to comply with all provisions in organizing and holding our fundraising event.

Print Name

Signature

Date