



### Third-Party Fundraising Conditions

Thank you for your interest in holding a third-party fundraiser in support of the Sexual Assault Support Centre of Waterloo Region (SASC)!

A third-party fundraiser is any activity by an independent group or individual where SASC has no fiduciary responsibility and little or no staff involvement.

If you have an idea for an event that will benefit SASC, please review these important points:

1. **Although we actively encourage third-party fundraising events**, all events must be approved by SASC in advance. This is an important safeguard to preserving the integrity of our name and our commitment to raise the funds necessary to fulfill our mission in a cost-efficient and effective manner.
2. SASC does not endorse any fundraising activity that is not in line with good fundraising practices or that does not fit with our Centre's values. The organizers of third party events do not represent SASC. This should be clear in all dealings with the public, sponsors and supporters. Those organizing third-party fundraising events are not authorized to speak to the media on behalf of SASC.
3. We will review your proposal and do our very best to contact you within approximately seven (7) business days. While we are able to provide guidance for your event, we do not have the personnel to handle the organizational and administrative tasks associated with third-party events. Therefore, you are responsible for all details of the event including: underwriting all of the related costs; creating flyers to publicize the event; and working at the actual event. We cannot guarantee our assistance in promoting the event, but we are happy to share the event via social media and with our membership. In some cases, we *may* be able to have a staff person attend the event, or recruit our volunteers to help out at the event, but we cannot guarantee this.
4. The event must be promoted in a manner to avoid statements or the appearance of SASC endorsing any product, firm, organization, individual or service.
5. Promotional materials should state the percentage of proceeds that will benefit SASC.
6. SASC can provide informational materials educating others about our Centre and services. Advance notice is needed regarding the quantities needed.



7. Event organizers are responsible for obtaining all permits and licenses, especially those for raffles or games of chance, liquor, and those related to public health and safety.
8. Event organizers must obtain their own liability insurance to cover an event. SASC is not financially liable for the promotion and/or staging of third-party events.
9. Charitable tax receipts can be issued provided to individual donors provided they meet the Canada Revenue Agency (CRA) rules and regulations. In these cases, monetary donations (over \$20) are eligible for a receipt when full contact information is provided for donors. Please keep accurate records.
10. Third-party fundraising revenue and expenses cannot flow through SASC books. Only the final net proceeds from the event are to be processed by SASC.
11. Proceeds should be forwarded to SASC within 30 days of the completion of the fundraiser.

Reminder: Please do not move forward with your plans until you have submitted your application and been notified of our decision. Thank you for your support of our Centre!

I have read and agree to the conditions above and agree to abide by all policies mentioned therein. I agree to provide all information regarding the fundraiser/event to SASC in the manner described. I agree that SASC has no financial or legal responsibilities for the event.

\_\_\_\_\_  
Fundraiser organizer

\_\_\_\_\_  
SASC Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



### Third-Party Fundraising Proposal

<b>Name of organization, group, or individual organizing event</b>	
<b>Main contact person</b>	
<b>Phone or cell</b>	
<b>Email</b>	
<b>Address</b>	
<b>Name of event</b>	
<b>Date &amp; time of event</b>	
<b>Location of event</b>	
<b>Describe the event and the fundraising components (ticket sales, auction, raffle, etc.)</b> <i>If you have having a raffle, note that organizers are required to obtain a lottery license.</i>	
<b>If it is available, would you like the SASC booth at your event? Would you like other promotional materials?</b>	
<b>Estimated number of attendees/participants</b>	
<b>Will this be an annual event benefiting SASC?</b>	
<b>Percentage of proceeds to be donated to SASC?</b>	
<b>Would you like to use the SASC logo in any of your materials?</b> <i>Please ensure you have read the conditions for using the name and logo.</i>	



Complete form and return to:

Development & Communications Coordinator  
Sexual Assault Support Centre of Waterloo Region  
300-151 Frederick St. Kitchener, ON N2H 2M2  
Email: [donations@sascwr.org](mailto:donations@sascwr.org), Fax: 519-571-0522

*Thank you so much for your interest in supporting the work of our Centre!*