

## Third Party Event Proposal Form

Thank you for considering Boys & Girls Clubs of Canada as you plan your upcoming fundraising event. If you would like to host an Independent Fundraising Event to benefit Boys & Girls Clubs of Canada, please complete and submit this 3rd Party Event Proposal Form, for approval a minimum of 30 days prior to your event.

Once your fundraiser has been officially approved, a signed copy of the attached agreement form will be forwarded to you along with additional information to help you get started with your fundraising and event planning.

### Contact Information

Name of Contact / Organization / Group: \_\_\_\_\_

*Please select the category that best describes you:*

Corporation  School  Community Service Club  Individual  Other \_\_\_\_\_

Primary Contact person: \_\_\_\_\_

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

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_ Other #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_  New  Returning

Anticipated Event Date & Time: \_\_\_\_\_ Event Location: \_\_\_\_\_

To which Boys & Girls Club would you like the funds to be raised support?

Boys & Girls Clubs of Canada  all Toronto clubs (8)  specific club: \_\_\_\_\_

Please describe your event and how funds will be raised, i.e. ticket sales, raffle, auction, pledges, online fundraising, proceeds from sales, etc.

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### Affiliation with Boys & Girls Clubs of Canada

Are you a (check all that apply):  Member  Volunteer  Club Alumni  Donor

How did you hear of Boys & Girls Clubs of Canada?  PSA  Neighbourhood  Friend / Family

Other (please detail): \_\_\_\_\_

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## Financial Information

Please estimate the following general budget information. *Note: A budget template is provided (it can be used to help you anticipate all your event expenses) and we require that it be completed with this form.*

Total Expected Revenue: \$ \_\_\_\_\_ Expenses: \$ \_\_\_\_\_

Anticipated Net Revenue: \$ \_\_\_\_\_

Amount/Percentage of Net Revenue to be donated to Boys & Girls Clubs of Canada: \_\_\_\_\_

Date by which contribution to Boys & Girls Clubs of Canada can be expected: \_\_\_\_\_

Will qualifying supporters expect tax receipts for their contribution to your event?  Yes  No

## Support Provided by Boys & Girls Clubs of Canada

At the discretion of Boys & Girls Clubs of Canada, we may be able to provide you with a small supply of promotional materials for your event. *Please indicate which of the following you would like to receive:*

Informational brochures  Donation forms  Event poster template

In order for us to fulfill your requests for support, **60 days' notice is requested.**

## Marketing / Publicity Information

Will media be attending the event?  Yes  No

Will promotional materials, such as flyers, posters or advertisements be printed?  Yes  No

Do you plan to use of our Boys & Girls Clubs of Canada logo?  Yes  No

**PLEASE NOTE: All promotional materials to be developed using the Boys & Girls Clubs of Canada name or logo must be approved by BGCC Fund Development staff.**

## Terms and Conditions

3rd Party Fundraising Events are an important support component of Boys & Girls Clubs of Canada. In addition to funds raised, these events help create awareness and bring needed new support to our organization.

In order to ensure 3rd Party Fundraising Events have a positive impact on Boys & Girls Clubs of Canada's public image, we require that all individuals and organization will adhere to the following guidelines when fundraising on Boys & Girls Clubs of Canada's behalf:

1. The Boys & Girls Clubs of Canada name and / or logo cannot be used to promote a fundraising event without prior approval by Boys & Girls Clubs of Canada. **Unauthorized use is prohibited.** All materials bearing the Boys & Girls Clubs of Canada logo / name must be submitted for approval in advance of the approved event and prior to printing, distributing and/or publishing.
2. Boys & Girls Clubs of Canada cannot support and / or endorse any alcohol or gaming events not sanctioned by the Alcohol and Gaming Commission of Ontario (AGCO). Event organizer(s) is / are solely responsible for procuring any required licenses or permits, as outlined by AGCO or local governments and / or bodies.
3. Official tax receipts will only be issued in accordance with CRA guidelines. The final decision to issue official tax receipts is discretionary and rests solely with Boys & Girls Clubs of Canada.
4. Event expenses may not be paid from tax-receiptable donations. All donations requiring a tax receipt must be received in full by Boys & Girls Clubs of Canada.

5. Accurate accounting of your event must be kept. Boys & Girls Clubs of Canada will not be responsible or liable for any expenses incurred for a fundraising event.
6. All funds and financial accounting must be submitted to Boys & Girls Clubs of Canada no longer than 60 days after the event.
7. Fundraising events should not conflict with the mission, vision and values of Boys & Girls Clubs of Canada. If unclear about these parameters, please contact Boys & Girls Clubs of Canada to discuss.
8. You must provide all staffing and volunteers for your event and also deploy your own mailing / contact list(s) for your fundraising event. Boys & Girls Clubs of Canada cannot share its donor lists or information.
9. Boys & Girls Clubs of Canada cannot host an event, solicit donations or sell tickets on its property/properties.
10. You must obtain any / all necessary permits, licenses and insurance for the fundraising event.
11. Notify Boys & Girls Clubs of Canada if the fundraising event is cancelled prior to the planned event day.
12. Boys & Girls Clubs of Canada reserves at any time the right to withdraw the use of its name and / or logo.

**Privacy Statement**

We respect your privacy. Boys & Girls Clubs of Canada collects your personal information in order to process your request to organize a fundraising event for Boys & Girls Clubs of Canada and will not use such information for any purpose other than that stated.

**Acknowledgement**

I have read and agree to follow Boys & Girls Clubs of Canada's 3rd Party Event Guidelines.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Organizer)

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Boys & Girls Clubs of Canada)

**Thank you for completing your 3rd Party Event Proposal Form.**

It will be reviewed upon receipt and you will be contacted by Boys & Girls Clubs of Canada within five business days.

Please forward this completed and signed form to one of:

Peter Walker  
 National Events Manager  
 Boys & Girls Clubs of Canada  
 400-2005 Sheppard Ave. E., Toronto M2J 5B4  
 Tel. 905-477-7272 ext. 232  
 Email: pwalker@bgccan.com

Caroline van Nostrand  
 Director of Philanthropy  
 Boys & Girls Clubs of Canada  
 400-2005 Sheppard Ave. E., Toronto M2J 5B4  
 Tel. 905-477-7272 ext. 260  
 Email: cvannostrand@bgccan.com