



Guelph-Wellington Women in Crisis Third Party

Event Guidelines

- Although the enthusiasm and sincerity of individuals and groups who want to conduct a fundraiser for GW-WIC is overwhelmingly appreciated, we are not always able to endorse every event. It is worth noting here that application submission does not guarantee approval. The following questions are considerations GW-WIC will use in ensuring a positive fit for all parties involved:
 1. Has the third party provided sufficient information in their application?
 2. Does the time of the initiative work with our current event schedule?
 3. Does the initiative conflict any GW-WIC values, goals and policies?
- If any event or activity materials are to include GW-WIC's name and/or logo, including advertising and media releases, GW-WIC must be contacted for written approval prior to production/before distribution.
- All volunteers and event staff are to be provided by you (the third party) as we cannot guarantee volunteer/staff coverage of the event/activity. If you are wishing GW-WIC to be represented/involved in the event, please notify us of time commitment required and desired purpose of our presence.
- Please note third party organizer(s) are responsible for obtaining any relevant licenses for the event (i.e. alcohol, raffles etc.). In Ontario special occasion permits are issued through the Liquor Control Board of Ontario (LCBO) SOP service stores throughout the province on behalf of the Alcohol and Gaming Commission of Ontario (AGCO). Please note that GW-WIC will not act as an applicant or co-applicant for liquor or gaming licenses for third party events. For more information regarding special permits, please visit http://www.agco.on.ca/en/whatwedo/permit_special.aspx or call toll free 1-800-522-2876.
- The organizer(s) are required to handle all monetary transactions for the special event or promotion and to present the proceeds to GW-WIC within 30 days of the completion of the event or as agreed upon in writing with GW-WIC.
- The organizer(s) cannot hold GW-WIC responsible for any financial losses incurred in conjunction with any third party fundraising events, as the organizer you are agreeing to underwrite all costs of the event. GW-WIC shall incur no costs unless otherwise agreed to in writing prior to the fundraising event.

- The organizer(s) are required to have suitable liability insurance for the event/activity. GW-WIC will not be party to any liability coverage without prior knowledge and/or approval, accept no legal responsibility and cannot be held liable for any damage, risk, injury, or otherwise, in conjunction with the fundraising event/ activity.
- GW-WIC will have full control over the issuing of tax receipts in accordance with our policies and Canada Revenue Agency (CRA) guidelines- only funds eligible for tax receipting will qualify for tax receipts (donation of \$_ or more). All cash donations requiring a receipt require a form listing donor's name, address, phone number and donation amount. All donation cheques must be payable directly to GW-WIC and also require donor information listed above.
- GW-WIC does not participate in any door to door fundraising initiatives or support organizations or individuals that wish to do so on our behalf.
- If required, GW-WIC can provide a letter of support to be used to validate the authenticity of the event and its organizers.
- All event requests must be deemed financially viable by the opinions of GW-WIC. GW-WIC reserves the right to withhold the use of its name and/or logo from any event, which it feels is not financially viable or otherwise appropriate. Financial records and bank information for the event must be available to GW-WIC, upon request.
- GW-WIC will be provided with reasonable prior notice of any Third Party Event Cancellation
- GW-WIC will be advised if the event is to benefit other charitable organizations, who they are and what percentage of the final revenue they will receive.
- GW-WIC reserves the right to withdraw our support at any time from any third-party event which we believe conflicts with our mission, values and/or policies.

If you are able to agree to all the guidelines above: you are qualified to put in a request for a third party fundraiser with GW-WIC! Please proceed to application form located on the Host a Fundraiser page under the heading 'Getting Started'.