



Community Partnerships & Third Party Fundraisers

If you believe in our work, we need your support * Thank You for your interest in organizing a fundraising event for us. Caritas relies on donations from the general public, foundations, service clubs, employee groups, youth groups, schools, and other social events to help raise money for a good cause. Based on the latest financial audited statements filed with Canada Revenue Agency, Caritas' Administrative and Fundraising costs have consistently been under 15% which is among the lowest in the charitable field. Remember, no matter how big or small your event is every dollar raised counts. Your contribution makes a real difference in the lives and the future of many who benefit from our services. **We can help you with your event *** Whether you are organizing a dance, a golf tournament, a carwash, a BBQ, a bake sale, a dinner, or a walkathon, we are extremely grateful for your contribution. Just fill out the form **Community Partnerships: Yes! We will take the challenge** and you will be on your way to qualify for: Approved use of Caritas logo, brochures, leaflets, posters, and other promotional material, provision of official tax receipts to qualified participants, Recognition and thank you letters to your sponsors and the mention of your event on the Caritas website and our newsletter, *Caritas Quarterly* (with a circulation of over 11,000 homes and businesses)

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Terms and Conditions for Community Partnerships & Third Party Fundraisers

Meaning and Purpose

- ❖ The spirit of event must be meaningful and not harmful to the purpose and reputation of Caritas Project.

Promotion

- ❖ Caritas logo may not be altered in any way.
- ❖ Caritas Project must pre-approve in writing any promotional materials bearing Caritas' name.
- ❖ The disclosure of the portion of funds allocated to Caritas must be clear on all promotional material i.e. promotional material must clearly state the percentage of proceeds and/or the portion of the ticket price that will benefit Caritas Project.
- ❖ Caritas must receive a list sponsors for the event, to minimize overlap with other concurrent campaigns.

Liability and Insurance

- ❖ Caritas Project assumes no legal or financial responsibility for all third party events.
- ❖ The Organizer must take the proper precautions with regards to insurance and coverage. The Organizer must provide insurance certificates upon request by Caritas.
- ❖ The Organizer and the participants release, indemnify and hold harmless Caritas Project, Caritas service recipients, directors, agents, employees, volunteers, and other stakeholders from any and all losses, costs, damages, injuries, claims, demands, rights and causes of action which may arise and result from illness, personal injuries, property damage, death or of any other damages or injuries not included herein, occurring during, or as a result the third party event.

Revenues and Expenses

- ❖ Caritas Project will not pay any expenses incurred by the Organizer.
- ❖ Net funds raised from the third party event must be submitted to Caritas Project no later than 30 days after the event.
- ❖ Designation of the funds received by Caritas is determined by Caritas Project.
- ❖ The Organizer cannot accept or process credit card information on behalf of Caritas. (You can invite anyone that wishes to donate using their credit card to call us or make an on-line donation at www.caritas.ca)

Requirements for official tax receipts

- ❖ The Organizer must provide a list of all donors who contributed to the event and require a tax receipt including their full names, addresses, and telephone numbers. This can be facilitated through filling out the Caritas official Donation Forms (readily available at our Centre).
- ❖ Any gift (money, artwork or merchandise) given to a charity will not be considered a donation if the giver receives a benefit in return for the payment. For example purchases of raffle tickets, admission tickets, auction items, etc. are NOT eligible for a tax receipt.
- ❖ Where a business donates to charity and receives a material advantage, such as promotion or advertising, the charity cannot issue an official tax receipt as the donation is not a gift at law.
- ❖ Where the donation is a service, the charity cannot issue an official tax receipt.
- ❖ Gifts-in-kind require prior approval from Caritas (donations other than cash are referred to as "gifts-in-kind" like food, appliance, and furniture donations). Gifts-in-kind may be accepted and an official tax receipt may be issued under specific guidelines. Receipts are not issued for items of little value.
- ❖ The organizer must ensure full accounting of the donated monies or that portion of the monies which require an official tax receipt. Caritas Project reserves the right to inspect all event financial records.

Community Partnerships: Yes! We will take the challenge

To be filled out and signed by the Organizer / Third Party Fundraiser

Organizer: _____ (club, organization, or company) **required**

Organizer: _____ (contact full name) **required**

Address: _____ **required**

City: _____ Province: _____ Postal Code: _____

Phone: _____ **required**

Email address: _____

Name of event: _____ **required**

Main intent of your function: _____

Event Description: _____ **required**

Event Location: _____ **required**

Event Time: _____ **required**

Event Date: _____ **required**

Number of people expected: _____

Have you held an event for Caritas in the past? _____

How much do you hope to raise? _____ **required**

What percentage of the net proceeds will go to the Caritas? _____ **required**

The Event must be legal. Caritas Project reserves the right to cancel this agreement at any time should the activities of the Organizer in the view of Caritas, undermine Caritas' work, vision, and reputation.

THE ABOVE STATEMENTS & THE ATTACHED "Terms and Conditions for Community Partnerships & Third Party Fundraisers" HAVE BEEN INITIALLED, READ AND AGREED TO BY:

Date: _____

Name: _____

Signature: _____

Witnessed by - Name: _____

Witnessed by - Signature: _____