

Inside Out 3rd Party Fundraiser Guidelines

Thank you for your interest in planning an event to benefit **Inside Out!**

The following event and application guidelines provide useful information for planning your event.

Please note that we must receive your completed application prior to your proposed event.

Guidelines

Event Approval

- All 3rd party fundraisers require approval from Inside Out. Do not make public announcements or promote the event until approval is received.
- Fundraising events must comply with all federal, provincial, and municipal laws.
- Inside Out reserves the right to decline approval of an event and/or association with any person or event which we believe is not consistent with our mandate and mission, or may have a negative effect on the image of Inside Out.
- Inside Out reserves the right to decline approval of an event if other non-profit organizations are beneficiaries and/or involved with the event without mutual compliance.
- Inside Out will not assume responsibility for the planning/execution of the event, including setup, promotion, staffing, and liability.

Promotion & Logo Usage

Inside Out's logo and/or text descriptions must be requested from, and supplied by, Inside Out. Third party event organizers are prohibited from acquiring Inside Out nomenclature independently. Inside Out requires a minimum of 48 hours to review and approve all promotional materials using our name and logo. No promotional materials using our name and/or logo may be used without approval.

Inside Out's name and logo must be used appropriately in conjunction with the event and must not be altered in any way.

Promotional materials should clearly state that your event is raising funds for Inside Out and whether full or partial proceeds are going to be donated.

Inside Out's role

- To provide Inside Out logo as needed
- If required, provide a letter of support to validate the authenticity of the event

Financial Guidelines

- Inside Out will not provide financial assistance for the event and will not be responsible for any event-related expenses.
- All net proceeds should be submitted to Inside Out within 30 days after the conclusion of the event.
- Charitable tax receipts can only be issued to individuals donating directly to Inside Out. The tax-deductible amount of a donation is only the amount that is over and above what is received in goods and services.
- Event organizers are responsible for the collection of all relevant contact and donation information for any individuals who wish to receive a tax receipt. This information should be submitted to Inside Out along with net proceeds.

Liability

- The championed event organizers, its donors and sponsors agree to indemnify and hold harmless Inside Out and its directors, employees, and volunteers from any and all claims and liabilities in any way related to the event.
- Inside Out is not financially liable for the promotion and/or staging of the event.
- All responsible parties (including event vendors) must provide evidence of liability / property insurance applicable to the activities of the event. Inside Out reserves the right to request to be listed as additional insured.
- If alcohol is served at event, all provincial laws must be followed, as outlined by the Alcohol and Gaming Commission of Ontario.

Application

Date:

Name of Business/Organization/Individual:

Brief description of Business/Organization:

Contact person:

Contact Phone #:

Contact email address:

Type of fundraising event:

Date of fundraising event:

Location of fundraising event:

Please include below (or attach separate document) a brief description of fundraising event including:

- How proceeds will be raised
- Portion of proceeds to be donated, and
- How the event will be promoted

Declaration

I understand and agree to all terms listed above.

Name

Signature

Date