



# Third Party Fundraising Event Guidelines and Application

**Thank you!** We appreciate your interest in holding your own event to raise funds that will benefit the Bow Valley SPCA (**BVSPCA**) and we are grateful for your generosity.

To help us work with you in your efforts, please complete this application form and return it to us by email to [info@bowvalleyspca.org](mailto:info@bowvalleyspca.org), by fax at (403) 609-2110 or deliver it to 123 Bow Meadows Crescent, Canmore, Alberta T1W 2T9. Please allow 5 business days for review and approval of this application.

If you have any questions, please contact us at [info@bowvalleyspca.org](mailto:info@bowvalleyspca.org) or (403) 609-2022

## Event Guidelines and Requirements

We ask that anyone hosting a third party fundraising event (**TPFE**) benefitting the **BVSPCA** abide by the following guidelines:

- All proposals must comply with the Society's Gift Acceptance Policy which states: The Bow Valley SPCA gratefully appreciates gifts of time and money, where and when the gesture is given sincerely to support the work of the Bow Valley SPCA.
- The **BVSPCA** will not accept gifts based on the unethical exchange of recognition where the **BVSPCA** does not support in principle, the intentions or the reputation of the donor or where the reputation of the **BVSPCA** is at risk.
- The **BVSPCA** will not be held responsible for any costs or liabilities neither incur any expenses nor provide any funds for a **TPFE**.
- Use of the **BVSPCA** name and logo in conjunction with all **TPFE** promotional material must be approved by the **BVSPCA** in advance. **BVSPCA** logo can be provided upon request.
- Event organizers must comply with all provincial/federal charitable solicitation regulations including obtaining the appropriate licensing or permits and/or liability insurance if applicable.
- All promotional materials must clearly state the percentage of proceeds and/or the portion of donations that will benefit the **BVSPCA**. This includes all contacts with donors, sponsors and participants.
- The **BVSPCA** must receive a list of sponsors including individuals, businesses, groups and/or organizations that the host organizer(s) wish to approach. A review of the targeted sponsors will help minimize overlap with other **BVSPCA** events/campaigns.
- All net income must be received by the **BVSPCA** within 30 days, or as specified in the **BVSPCA/TPFE** agreement.
- Official tax receipts will only be issued in accordance with the Canada Revenue Agency (CRA) guidelines (see <http://www.cra-arc.gc.ca/chrts-gvng/dnrs/rcpts/dntn2-eng.html>) if applicable.

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## Third Party Fundraising Event Application

### General Information:

Sponsoring Individual/Business/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### Fundraising Activity/Event Information:

Name of Fundraising Activity/Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Cost to Participate: \_\_\_\_\_

Location: \_\_\_\_\_

Briefly describe the proposed fundraising activity/event:

\_\_\_\_\_  
\_\_\_\_\_

Is this a recurring event? Yes \_\_\_ No \_\_\_ Is this an ongoing sponsorship? Yes \_\_\_ No \_\_\_

List the additional dates or term of the proposed ongoing sponsorship: \_\_\_\_\_

\_\_\_\_\_

How will the activity/event be promoted?: \_\_\_\_\_

\_\_\_\_\_

Estimated proceeds from the event: \$ \_\_\_\_\_ Designated proceeds to BVSPCA \_\_\_\_\_%

If less than 100%, what other individuals, businesses, groups and/or organizations will be benefiting?

\_\_\_\_\_

Will other individuals, businesses, groups and/or organizations be approached to help sponsor this event? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please attach or provide a list:

\_\_\_\_\_

## How can we help you?

The BVSPCA is pleased to support your event in some of the following ways. Please identify how the BVSPCA can be helpful:

- BVSPCA donation boxes at event
- BVSPCA brochures and information
- Social media and BVSPCA website promotion for the event
- Issuing charitable tax receipts (when eligible)
- Donor/organizer/sponsor recognition (when appropriate)

Will you be looking for a BVSPCA representative at the event? Yes \_\_\_\_ No \_\_\_\_

If yes, what is the role of the BVSPCA representative? \_\_\_\_\_

\_\_\_\_\_

Time commitment of BVSPCA representative: \_\_\_\_\_

\*NOTE: The BVSPCA cannot guarantee staff/volunteer presence at all events.

I have read the BVSPCA Third Party Fundraising Guidelines and requirements and hereby agree to comply with the BVSPCA's policy. I understand breach of the BVSPCA Third Party Fundraising guidelines may result in the end of my partnership with the BVSPCA.

\_\_\_\_\_  
(Signature of applicant) (Print Name) (Date)

\_\_\_\_\_  
(Signature of BVSPCA rep) (Print Name) (Date)

# Thank You for Your Support!