



Third Party Special Events Application

Thank you for your interest in helping to raise funds for the Victoria Sexual Assault Centre (VSAC). We appreciate your efforts on our behalf. Before you begin planning, please complete this application form. Note that:

1. Your application must be approved by VSAC prior to publicizing or holding an event on our behalf.
2. Once the **Third Party Events Application** has been approved, the **Third Party Events Agreement** will be submitted for agency signature and approval.

Please submit the completed application to Lindsay Pomper, Resource Development Manager at:

carissar@vsac.ca

OR

Victoria Sexual Assault Centre
Att: Carissa Ropponen
#201-3060 Cedar Hill Rd,
Victoria BC V8T 3J5

Contact Information

Primary Contact Person: _____

Name of Organization (if applicable) _____

Address: _____

City: _____ Postal Code: _____

Phone #1: _____ Phone #2: _____

Fax: _____ Email: _____

Event Information

Name of Event: _____

Description: _____

Date & Time: _____

Location: _____

Frequency of Event: One-Time Monthly Annually Other: _____

Will Events Proceeds be donated exclusively? Yes No

If no, please list other recipients: _____

How will funds be raised? Check all that apply:

Cash Donation Event Sponsorship Live/Silent Auction Merchandise/Sales

Pledges Raffle Ticket Sales Other revenue sources: _____

What motivated you to hold the event? Do you have a personal connection to VSAC?

Financial Information

Proposed Budget: (Please note that all event expenses are to be paid using event proceeds or directly by event organizer.)

*Expected Total Income (from all sources including ticket sales/raffle/donations): _____

*Expected Total Expenses (include all costs such as advertising, rentals, food): _____

*Anticipated Net Proceeds (subtract Expected Expenses from Expected Income): _____

Amount/Percentage of Net Proceeds to be given to VSAC: _____

Will you require tax receipts? Yes No

Please Note: Tax receipts are issued in accordance to Canada Revenue Agency and must be pre-approved.
Consult: <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/operating-a-registered-charity/issuing-receipts.html>

****not required to fill out***

Public Relations & Promotional Materials Information

Please indicate how your event will be promoted:

Radio (list stations): _____

TV (list stations): _____

Newspaper/Magazine (which ones): _____

Online (list websites/social media): _____

Flyer/Brochure

Poster

Do you intend to use the VSAC name and/or logo on promotional materials? Yes No

Please note: the VSAC name and logo can only be used with permission. All materials bearing the VSAC name/logo must be approved by our agency before publication.

Please indicate if you need any of the following promotional items (check all that apply):

VSAC brochures Pledge Forms Banner VSAC Website Listing

VSAC Logo Other: _____

Support Provided By VSAC

What we CAN do to help:

- ✓ Approve use of our name and logo
- ✓ Provide letter of support to be used to validate authenticity of event
- ✓ Provide some promotional materials
- ✓ Include event posting on our website and Facebook page when provided sufficient lead time
- ✓ Promote the event through our networks when appropriate
- ✓ Have staff or volunteer attend the event/cheque presentation when given sufficient notice
- ✓ Issue tax receipts in accordance to Canada Revenue Agency guidelines

What we CANNOT do:

- Offer funding or reimbursement for expenses
- Share mailing lists of donors, sponsors, or volunteers
- Offer staff resources to assist in planning your event
- Guarantee staff or volunteer attendance at your event
- Be responsible for any liability resulting from your event (injury, property damage, death)



Third Party Event Agreement Terms & Conditions

Please read the following terms and conditions, complete the required information, and sign below.

1. I/we _____, (Organizer), is applying to organize a Third Party Fundraising Event to benefit the Victoria Sexual Assault Centre (VSAC).
****Please note that VSAC does not take an active role in planning or organizing third party events.***
2. Only events consistent with the vision and mission of VSAC will be approved.
3. Use of the VSAC name should be done in the following manner:
 - Proceeds from this event will go to Victoria Sexual Assault Centre,
 - Your ticket purchase helps to support Victoria Sexual Assault Centre,
 - The (your event name) is a benefit for Victoria Sexual Assault Centre.
4. The Organizer agrees to submit to VSAC all copy for advertisements and other event related promotional materials which use the name and/or logo of VSAC, and to obtain VSAC's written permission before production and distribution. VSAC expressly reserves the right to final approval on anything that uses the name of VSAC.
5. The sponsoring organization/individual agrees to underwrite all costs of the special event/promotional campaign, or to secure such underwriting. VSAC shall incur no costs or liabilities unless otherwise agreed to, in writing, prior to the special event/promotional campaign.
6. The Organizer agrees to handle all monetary transactions for the event and will present the proceeds to VSAC within sixty (60) days along with detailed accounting. The Organizer acknowledges that VSAC adheres to the receipting policies of the Canada Revenue Agency.
****Please note that not all funds raised qualify for a tax receipt. The Canada Revenue Agency restricts the dollar amount of tax receipts to donors where a benefit or advantage accrues to the supporter. Examples include, but are not limited to, door prizes, dinner, signage/advertising, complimentary items.***

7. The Organizer agrees to receive advance written approval from VSAC before requesting any donations/sponsorships (cash or in kind) from any organization or individual.
8. The Organizer agrees not to promise charitable tax receipts for any donation, item or service without first speaking to the Development Office of VSAC.
9. VSAC accepts no legal responsibility for the event and cannot be held liable for any risk or injury, or other damages in conjunction with the event. The Organizer must obtain all necessary permits, licenses and insurance relating to the event and will provide VSAC with copies of the above at least two (2) weeks before the event start date.
10. The Organizer will arrange staff/volunteers to organize and run the fundraiser. VSAC may be able to provide some level of assistance for events depending on timing and staffing requirements.
11. The Organizer agrees to use its own mailing list and/or contacts. VSAC will not actively sell tickets to the event and/or purchase tickets for attendance for VSAC representatives.
12. Approval of the Organizer's application is only valid for the event detailed in this proposal. Events held in subsequent years and/or of a different format must also be submitted for approval.
13. The Victoria Sexual Assault Centre reserves the right to withdraw its support of the event and the use of VSAC's name and logo at any time. If the event is cancelled, the Organizer will notify VSAC within three (3) business days.

I agree to the terms and conditions as outlined above:

Organizer's Name and Title: _____

Signature: _____ Date: _____

Approved when signed:

On behalf of Victoria Sexual Assault Centre:

Signature: _____ Date: _____