

NEO Kids
Foundation



Fondation
Enfants NEO

THIRD PARTY EVENTS HANDBOOK



41, chemin Ramsey Lake Road
Sudbury, ON P3E 5J1
705.523.7100 x 1234
neokidsfoundation.ca

THIRD PARTY EVENTS
IN SUPPORT OF NEO KIDS FOUNDATION

FUNDRAISING BY A THIRD PARTY

IN PROFIT OF THE NEO KIDS FOUNDATION

REQUEST FORM

Thank you for your interest in raising important funds for NEO Kids Foundation! Funds raised through your event will support the vital work of the Foundation to ensure the future offerings of children’s health care in our community.

The NEO Kids Foundation reviews all event proposals. To ensure that we fully understand your event and the impact on our organization, we request that you complete all sections of this form.

The Foundation evaluates and approves third party events based on the following criteria:

- Consistency with the Foundation’s Mission and Values
- Support and ability of the third party organizer(s) to complete the event
- Profitability and/or public relations value of the event
- Potential for conflict with existing Foundation events, promotions or partners

The Foundation cannot offer assistance by:

- Offering reimbursement for expenses
- Sharing mailing lists of Foundation donors and/or volunteers of NEO Kids Foundation (NKF) or Health Sciences North (HSN)
- Guaranteeing staff or volunteer of Foundation and/or HSN attendance at the event

Please complete this form and submit to our Events Coordinator via email at neokidsfoundation@hsnsudbury.ca.

NOTE: Applications must be submitted to the NEO Kids Foundation at least four (4) weeks prior to holding your fundraiser. The Foundation will notify the applicant(s) of the proposal’s status within seven (7) business days.

1. GENERAL INFORMATION

Name of organization/company/school hosting event

Name of Event Organizer	Title	Tel. #
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Address	City	Province	Postal Code
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Email Address



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2. EVENT INFORMATION

Open to the public By invitation only

Name of event

Date and time of event

Event location

Type of event

Estimated # of Participants _____

Brief description of your fundraising event:

What inspired you to hold this fundraising event?

3. FINANCIAL INFORMATION

Do you require that tax receipts be issued to participants?

➤ *If yes, what for?

Regular donations

Yes*

No

Event tickets

Will you be securing sponsors for your event? Yes* No

➤ *If so, please list the sponsors (prospective/confirmed) :

4. EVENT PROMOTION

How will you promote your event? (Facebook, Twitter, blog, website, newspapers, radio, posters, flyers, etc.)

Will promotional materials such as flyers, posters or advertisements be printed? Yes* No

*Materials requested from the NEO Kids Foundation for the event:

- | | |
|--|--|
| <input type="radio"/> Foundation logo | <input type="radio"/> Donation forms |
| <input type="radio"/> Visibility on Facebook/Twitter (following the event) | <input type="radio"/> Letter of support |
| <input type="radio"/> Foundation banners | <input type="radio"/> Foundation video |
| <input type="radio"/> Presence of a Foundation representative
<i>(if a representative is available)</i> | <input type="radio"/> OTHER MATERIALS – specify: _____ |

5. THIRD PARTY EVENT POLICIES

The policies below are intended to ensure that third party events have a positive impact on, and protect the reputation and integrity of, the NEO Kids Foundation’s public image, personnel and affiliated programs. As part of your commitment to organizing an event, we ask that the following requirements be reviewed, acknowledged and abided by those involved in your fundraising activity.

1. The Foundation will not incur any **costs** or **liabilities** associated with third party events. The organizers must obtain all necessary permits, licenses, and insurance relating to the event. Costs should not exceed 35% of funds raised (e.g. for every dollar raised, roughly thirty-five cents or under is most appropriate as spendings).
2. All volunteers for the third party event will be provided by the organizers. The event organizers and any other event volunteers must identify themselves as volunteers and must not represent themselves as staff members of the NEO Kids Foundation.
3. In accordance with privacy policies, the Foundation does not release its donor/ mailing list for any purpose to event organizers.
4. Unauthorized use of the NEO Kids Foundation is prohibited. All advertisements and other event-related promotional materials which use the Foundation name and/or logo(s) must be approved by the Foundation prior to use.
 - a. The NEO Kids Foundation has sole jurisdiction over the use of the NKF name and logo design to support fundraising events.
 - b. The NEO Kids Foundation reserves, at any time, the right to withdraw the use of its name and/or social entity.
 - c. Event organizers will maintain the highest standards of quality when using the Foundation logos and templates referring to the Logo Use Standards Guide for appropriate usage. This manual will be provided upon approval of your event.
5. The Foundation will not partner nor support third party events that discriminate against any person or group based on gender, race, class, economic status, ethnicity, sexual orientation, age, disability, and cultural/religious backgrounds. Fundraising events will maintain the highest

ethical standards. Each event will be well supervised, with proper safety procedures in place, to ensure the safety and well-being of all participants.

6. Charitable receipts will be issued for donations that meet CRA guidelines. For more Information on eligibility for a charitable receipt, please visit www.craGarc.gc.ca. Tax receipts can be issued for a pure donation of \$20 or more, in which there was no exchange of service or products.
 - a. If tax receipts are to be issued, the full name (individual or company), mailing address, telephone number and amount of donation for each donor must be clearly listed and provided to the NEO Kids Foundation no later than 30 days after the event. The tax receipt will be issued to the person who made the donation.
7. Organizers are prohibited from setting up a bank account which includes the words or acronyms “NKF”, “FENEO”, “NEO Kids”, “Enfants NEO”, “NEO Kids Foundation”, “Fondation Enfants NEO” in conjunction with a fundraising event.
8. By accepting the terms and conditions set forth in this application, the event organizer clearly understands that they are accepting responsibility for claims that may arise as a result of their event.
9. Should the fundraiser be cancelled, the organizer will notify the NEO Kids Foundation prior to the planned event day.

EVENT AGREEMENT

By naming NEO Kids Foundation as the beneficiary of a third party event, I/we are required to donate the full amount (or partial amount as approved by the Foundation) raised on the Foundation’s behalf. By signing below, I/we agree that the NEO Kids Foundation will receive a final income/expense report and the proceeds from the event within 30 days following the event. The event organizer will indemnify and save harmless the NEO Kids Foundation and its servants, agents, employees, officers and directors from and against all claims, suits and causes of action arising out of the fundraising event.

By signing below, you have read, understood and agree to adhere to the NEO Kids Foundation’s Third Party Event Policies.

SIGNATURE : _____ DATE : _____
Organizer/Applicant

Please sign and submit the form via email to our Events Coordinator at
neokidsfoundation@hsnsudbury.ca.

Thank you for being a proud supporter of our youth!