



Chatham-Kent Hospice Foundation Third Party Fundraising Agreement

This form must be completed and submitted to Chatham-Kent Hospice Foundation for approval at least 4 weeks prior to any fundraiser event using the Chatham-Kent Hospice name.

Contact Information:

Organizing Company/Group: _____

Contact Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

Event Information:

Proposed Date and Time of Event: _____

Location: _____

Brief Description of the Event: _____

What is your fundraising goal? _____

What percentage of the proceeds will Chatham-Kent Hospice receive? _____

Do you require a speaker from Chatham-Kent Hospice at your event? _____

Will you be holding a raffle or giving out door prizes (requires lottery license)? _____

Will you be looking for sponsors or requesting prizes for your event? _____

Will you need volunteers for your event? _____

Why did you choose Chatham-Kent Hospice to be the recipient of your event? _____

I have read the terms and conditions attached to this form. _____ (initial)

Organization: _____

Authorized Signature

Title

Date

Chatham-Kent Hospice Foundation: _____

Authorized Signature

Title

Date



Chatham-Kent Hospice Foundation Third Party Fundraising Agreement

Terms and Conditions:

Chatham-Kent Hospice Foundation must review and approve all promotional materials including, but not limited to: press releases, public service announcements, posters, brochures, and advertising prior to production or distribution. It is the responsibility of the event organizer(s) to distribute the promotional materials to the public and media.

The name or logo of Chatham-Kent Hospice/Chatham-Kent Hospice Foundation should not be used or reproduced for any reason without prior written approval from Chatham-Kent Hospice Foundation or its delegate. Specifications of said logo must be adhered to (colour, size, and clarity).

Fundraising events must comply with all relevant provincial and federal laws.

Chatham-Kent Hospice/Chatham-Kent Hospice Foundation is unable to provide: insurance coverage, reimbursement for expenses, financial support or start-up funds, any kind of mailing lists, donor information, patient information or guarantee attendance of employees or volunteers.

Chatham-Kent Hospice Foundation may promote the event, when appropriate, through:

- Chatham-Kent Hospice website (with a link to the event's/organization's website if appropriate), social media outlets (Facebook, Instagram) and other communication channels
- Internal advertisement to staff, and volunteers through the internal newsletters/communications

All promotional materials must state clearly that the event is raising funds to benefit Chatham-Kent Hospice.

If you require volunteers for your event, we will promote the volunteer opportunities with our hospice volunteers however management of volunteers must be done by event organizers and not Chatham-Kent Hospice. Volunteer participation not guaranteed.

To use the Chatham-Kent Hospice/Chatham-Kent Hospice Foundation name as a beneficiary, Chatham-Kent Hospice Foundation must receive a minimum of 50% of the net proceeds from the event. If more than one charity are the beneficiaries, Chatham-Kent Hospice Foundation must receive a minimum of 25% of the net proceeds.

If event expenses are greater than the total collected, the group conducting the event is responsible for the payment of these additional expenses.

No bank accounts may be set up in Chatham-Kent Hospice/Chatham-Kent Hospice Foundation's name. All cheques must be made payable to the event organizer group(s), expenses should be paid by the organizers then the proceeds then donated to Chatham-Kent Hospice Foundation within 90 days of the event conclusion.

If soliciting sponsorship or raffle prizes for the event, a list of businesses must be submitted to the Chatham-Kent Hospice Foundation for review prior to contact.



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The Chatham-Kent Hospice/Chatham-Kent Hospice Foundation will not sell tickets or collect ticket or sponsorship money for the third-party event organizers.

The Chatham-Kent Hospice/Chatham-Kent Hospice Foundation name may not be listed as partner, sponsor, or supporter of the third- party event or its organizers.

In naming the event/promotion, Chatham-Kent Hospice/Chatham-Kent Hospice Foundation may not be used in the title, but may be listed as the beneficiary of the event. For example, organizers may not refer to the event as the "The Chatham-Kent Hospice Golf Tournament". Alternatively, it could be promoted as "Norma Owens Golf Tournament to benefit Chatham-Kent Hospice.

Organizers are responsible for obtaining any necessary permits, licenses or insurance required. Proof of insurance with Chatham-Kent Hospice Foundation listed is required if the event is being held at a location owned by a public entity. For organizations that require a lottery license but are not qualified to obtain one, Chatham-Kent Hospice Foundation may apply for the license on their behalf. Event organizers must pay event license fee prior to event payable to "Chatham-Kent Hospice Foundation". This payment is not receiptable.

Chatham-Kent Hospice Foundation issues tax receipts for individual donations equal to or greater than \$20. Tax receipts will be issued in accordance with Canada Revenue Agency guidelines. The issuing of receipts must be approved by Chatham-Kent Hospice Foundation prior to the event. Chatham-Kent Hospice Foundation must receive a list of donors with complete addresses (including postal codes) for receipting purposes. Individuals must be made aware that the organizer of the event will be forwarding this information to Chatham-Kent Hospice Foundation and, in line with Privacy Legislation, must be given the opportunity to "opt out" of having such information forwarded to the Chatham-Kent Hospice Foundation.

The privacy of our current and past residents, their families and our staff must be respected. No photo of a resident, family member or staff member will be used without Chatham-Kent Hospice Foundation's prior permission.

Chatham-Kent Hospice/Chatham-Kent Hospice Foundation will not endorse any products or services.

Organizers must agree to provide updates and changes to events as soon as possible to the Community Relations Specialist. If circumstances warrant, Chatham-Kent Hospice Foundation may at any time, through the Executive Director, instruct the cancellation of any third party event. By executing the third party event agreement, event organizers agree to release Chatham-Kent Hospice/Chatham-Kent Hospice Foundation, and its officers, directors, and employees and volunteers from any and all liability and connection to such action.

If you have any questions please don't hesitate to contact Julia Earley, Community Relations Specialist, Chatham-Kent Hospice Foundation, yearley@chathamkenthospice.com or 519-354-3113 ext. 2404, 34 Wellington Street E, Chatham, ON N7M 3N7.