



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 admin@bowvalleyspca.org, by fax at (403) 609-2110 or deliver it to 123 Bow Meadows Crescent, Canmore, Alberta T1W 2T9.

Please allow 10 business days for review and approval of this application.

If you have any questions, please contact us at admin@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:

- Please use our correct name, the Bow Valley SPCA, in all advertising and promotion and include our correct address, phone number, and web site. Our logo can be made available for your use upon request. Please email admin@bowvalleyspca.org for a logo file.
- Fundraisers must fully and truthfully state the portion of the proceeds which will be donated to the Bow Valley SPCA in all advertising, promotions and in all contact with donors, sponsors, and participants.
- Fundraisers must comply with all provincial/federal charitable solicitation regulations including obtaining the appropriate licensing or permits, if applicable.
- 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.
- 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.

I have read the above information and I agree to abide by these guidelines:

Signature of Fundraiser

Signature of Parent or Guardian if under the age of 18

Third Party Fundraising Event Application

General Information:

Name: _____

Organization (if applicable) _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Home Phone: _____ Cell: _____ Email: _____

Event Information:

Title of Fundraiser: _____

Event Date & Time: _____

Event Location: _____

Brief Description: _____

Event Marketing Description: _____

How will the activity/event be promoted?: _____

If less than 100%, of the proceeds will be donated to the BVSPCA, 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)
- BVSPCA Logo

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)

Upon Approval of this application by the Bow Valley SPCA, we can provide you with a link to CanadaHelps that will allow you to create your own fundraiser AND collect money via PayPal, or Credit Card, or Debit Card and automatically submit the proceed to the Bow Valley SPCA.

Carla Cumming Sojonky Adoption Centre, 123 Bow Meadows Crescent, Canmore, Alberta T1W 2W8
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