



## Third-Party Fundraising Terms & Conditions

1. To host an official third-party fundraiser, Grey Bruce Hospice Inc., kindly requests prior notice and completion of a Third-Party Fundraiser application.
2. An official third-party fundraiser is defined as one where an application has been approved and meets the following criteria:
  - a. the activity is initiated by an outside party;
  - b. all, or a portion of, the funds are designated to Grey Bruce Hospice Inc.;
  - c. the Grey Bruce Hospice (GBH) name is used in advertising to state that GBH is the designated recipient of the activities proceeds; and
  - d. GBH staff involvement is minimal.
3. The Organizer(s) will adhere to the following terms and conditions:
  - a. all third-party activities must align with GBH mission, vision, and values,
  - b. to conduct a fundraiser, we ask that you complete and submit the Third-Party Application Form at least fourteen (14) business days prior to your activity;
  - c. the Organizer(s) will submit a list of names, addresses, phone numbers and emails of all organizers to GBH as part of the application; and
  - d. GBH does not do door-to-door solicitations and cannot endorse these events.
4. Liability & Accountability of Grey Bruce Hospice:
  - a. Will not obtain a liquor license or raffle/lottery license for any Third-Party event and will not be held liable in any aspect;
  - b. Will not be responsible for any financial losses or unsettled accounts of the Event Organizer(s) or fundraising activity;
  - c. Will be advised if the activity is to benefit other charitable organizations, who they are, and what percentage of the final net revenue that will be shared with GBH;
  - d. Will be provided with reasonable prior notice of any Third-Party Fundraiser cancellation; and

- e. Accepts no legal responsibility and cannot be held liable for any risk, injury or other associated with the Third-Party fundraiser.
5. Liability & Accountability of Organizers
- a. Is responsible for all permits, licenses (raffle, lottery, liquor, etc.) and insurance;
  - b. Will be required to submit a post activity report which provides accurate and current record of revenue, expenditures, number of participants and other details to GBH within 30 days;
  - c. Will not enter into any oral or written agreements on behalf of or in the name of GBH; and
  - d. Will be responsible for all expenses related to the event and will arrange for secure handling of all monies/gifts until the official donation is submitted to GBH.

6. Promotion, Sponsorship & Solicitation

The full name and logo of Grey Bruce Hospice Inc. must be on all promotional materials for Third-Party activities. Use of the GBH name and logo will not be altered in any way and will appear as provided by GBH. If needed, GBH can assist with marking designs.

Prior to printing or distribution of any/all communications related to the fundraising event, draft communications must be submitted to GBH for final signed approval. This includes all promotional materials including but not limited to brochures, posters, flyers, advertisements, publicity, and social media communications relating to the Third-Party fundraiser.

**Grey Bruce Hospice Inc:**

- Reserves the right to withdraw the use of its name at any time and will not assume any liability or costs in doing so;
- Will provide a letter of acknowledgement to Organizer(s), for soliciting sponsors and in-kind donations, etc;
- Will not solicit sponsors on behalf of the Organizer(s), nor will GBH provide contacts for sponsorship;
- Will have final, signed approval of all event sponsors;
- Will at its discretion, if requested, provide informational materials about GBH such as brochures, etc. for use/display at event; and
- Will not provide any staff, donor, or volunteer contact lists.

Any Third-Party Organizer must disclose to all potential event sponsors and media contacts the nature of the Third-Party agreement, that GBH is the recipient of the event proceeds and that GBH is not the host or sponsor of the event.

**Staffing/Volunteers:** The Organizer(s) will provide all staffing for the event. GBH cannot guarantee staff or volunteer representatives will attend or participate in the event. Involvement of GBH staff and volunteers will be at our discretion and will be based on availability, location, and the nature of the activity.

**Donation Receipts:** Grey Bruce Hospice Inc. is a registered charity (**83187 7105 RR0001**). GBH will only issue tax receipts in accordance with CRA regulations. For further details please speak with the Fund Development team at GBH.

- Tax receipts for Donations “in-kind” (item/goods or service) should be discussed with the GBH team prior to any accepting of donation.
- GBH may issue a business acknowledgement letter to fundraiser sponsors upon request.

Once your third-party fundraiser has been approved, we will provide you with a template form for collecting donation information from participants. If applicable, tax receipts cannot be processed until the organizer sends the funds and the donation information forms to the GBH office. Processing tax receipts takes approximately 2-4 weeks after the donation has been received. Often GBH can assist with online purchase options for tickets or donations for fundraisers.

By publicly naming GBH as the beneficiary of the event, the Organizer(s) are required to donate the amount agreed upon of the net proceeds to GBH within 30 days of the event. The Third-Party Organizer agrees to handle all monetary transactions for the fundraising event.