



Third Party Event Handbook

Cornerstone Family Violence Prevention Centre

Third Party Event Handbook

Thank you for your interest in hosting an event or promotion to benefit Cornerstone Family Violence Prevention Centre. We are grateful for the generous support of individuals and community partners who share our commitment to advocate against family violence experienced by women and children. Your time, energy and contributions will help Cornerstone grow to better serve Northumberland County.

To get started, we have compiled the following information to assist with planning your event and achieving success.

1. **Planning Committee:** You should recruit some help from friends, family, and coworkers to share the work. Be creative, unique events are welcome.
2. **Register your Event:** Once you know the type of event you want to organize, please fill out the application form/agreement attached and send it to Cornerstone for approval. This will ensure your event does not conflict with other activities or fundraising initiatives affiliated with Cornerstone. The **Third Party Event Application form must be filled out and submitted at least 15 days before the event.**
3. **Budget:** Identify all possible sources of income and anticipated expenses. Have a realistic financial goal in mind. Prepare a budget in advance to support that goal and work towards it.
4. **Event Promotion:** Please identify your promotion needs on the application, and Cornerstone will provide a logo and materials, with approval.
5. **Thank you:** Remember to thank everyone who participated and acknowledge them for their contribution.

We are eager to support you and assist wherever possible. For further information on how we can help you help us, please contact:

Carly Cunningham
Manager of Fundraising & Communications
905-372-1545 Ext. 236
ccunningham@cornerstonenorthumberland.ca

Third Party Event Application Form

CONTACT INFORMATION

Date of Submission: _____

Contact Person: _____

Name of Organization Planning the Event: _____

Street: _____

City: _____ Province: _____ Postal Code: _____

Phone (business): _____ Phone (home): _____

Fax: _____ Email: _____

EVENT INFORMATION

Name of Event: _____

Is this a one-time, ongoing or annual event? One-time Ongoing Annual

Date of Event: _____ Time of Event: _____

Location of Event: _____



Will you be providing tax receipts: Yes No

Cornerstone will provide assistance and clarification on receipting guidelines.

Will you require use of the Cornerstone name and/or logo in your print materials and publicity?

Yes No If yes, please note Cornerstone must approve all logo usage.

If you would like promotional materials from Cornerstone Family Violence Prevention Centre, please indicate the quantities.

Brochures: _____ Banners: _____ Annual Reports: _____

Would you like to have a Cornerstone staff representative at your event, should one be available?

Yes No

FINANCIAL INFORMATION

Please provide a brief description of the event and how it will raise funds/awareness in support of Cornerstone Family Violence Prevention Centre:

Expected Number of Attendees _____ Fundraising Goal _____

Projected Net Revenue (Revenue – Expenses) \$ _____

Projected amount to be donated to Cornerstone \$ _____

Please read the following agreement:

Special events are a very important part of the fundraising activities for Cornerstone Family Violence Prevention Centre. Beyond the funds raised during special events awareness of our organization is built throughout our community.

How we can help:

- Provide a letter of authorization to validate the authenticity of the fundraising event
- Use of Cornerstone name and logo, upon review and approval of event and materials
- Attendance of a Cornerstone member at the event, based on availability
- Issue tax receipts, if applicable
- Contribute to promoting your event
- Offer event planning advice

Responsibilities of the Event Organizer:

- Plan and implement the event
- Obtain all necessary permits, licenses and/or insurance required for the event
- Accept responsibility for all expenses associated with the event
- Provide all staffing and volunteers for the event
- Publicize the event with Cornerstone approval
- Provide tax receipts in accordance with the regulations of the Canada Revenue Agency. Receipting must be discussed with Cornerstone prior to the event.

I have read, understand and signed the Third Party Waiver and Liability Release Agreement

Signing this document indicates that you have read, understood and agreed to the above terms of the Cornerstone Special Events Agreement.

Signature of Event Organizer

Date

Please complete and return to:

Carly Cunningham
Manager of Fundraising & Communications
Email: ccunningham@cornerstonenorthumberland.ca
Phone: 905-372-1545 Ext. 236
Fax: 905-373-4800



Third Party Waiver and Liability Release Agreement

Thank you for your support of Cornerstone through your involvement and planning of a third party event. By signing this form you agree and understand that:

- a. The business/organization/individual will not open any bank accounts using Cornerstone's name or Taxpayer Identification Number (TIN). Any check donations listing Cornerstone as "Payee" will be forwarded to Cornerstone for deposit in a Society bank account.
- b. Only donations made directly to Cornerstone are tax receiptable (to the extent permitted by law). It is recommended that the event organizer makes themselves familiar with the receipting policies of the Canada Revenue Agency (CRA) <http://www.cra-arc.gc.ca/chrts-gvng/chrts/prtng/rcpts/fndrsng-eng.html>
- c. All publicity (including media releases, print/promotional materials, etc.) for the proposed event must be approved by Cornerstone prior to being printed, released, etc.
- d. Mention of Cornerstone in connection with the initiatives and funds raised must be approved by Cornerstone. Generally, the approved wording is "Proceeds from this initiative will be donated to Cornerstone."
- e. Any use of Cornerstone's name, logo, or stationary in any mailing, advertising, or for the media must receive prior written approval from Cornerstone.
- f. Due to limited personnel resources, Cornerstone cannot guarantee staff support to third party events or initiatives.
- g. Cornerstone must be notified if other organizations will benefit from the initiative.
- h. Cornerstone shall have the right at any time and for any reason to request that the Third Party cease use of the name of Cornerstone in connection with the initiative and the Third Party must comply with such request.
- i. All fundraising is to be conducted for the exclusive benefit of Cornerstone. Any variance must be approved by Cornerstone in advance of the initiative.
- j. Cornerstone does not release volunteer, partner or donor names.
- k. All third party organizers are responsible for providing insurance as required by law, or established business practice.
- l. Cornerstone will not assume any legal or financial liability of a third party initiative. Cornerstone is not responsible for any damage, accidents to persons or property at a community event or any actions in association with the fundraising initiative.
- m. Cornerstone in no way endorses any products or services used in connection with the event.



I individually, or as a representative of the below named business, organization or group agree to the above requirements and hereby fully release and agree to hold harmless Cornerstone, their Officers, Directors, Trustees, agents, employees and representatives, successors and entities, together with their insurers, of and from any and all liability, claims, damages, expenses, injury or causes of action for any reason.

DATED THIS: _____ OF _____, _____

Name(s) of Organizer(s) _____

Signature(s) of Organizer(s) _____ Date _____

Signature of Cornerstone Representative _____ Date _____

Thank you for your support!

Please complete, sign and return form to:

Carly Cunningham

Manager of Fundraising & Communications

Email: ccunningham@cornerstonenorthumberland.ca

Phone: 905-372-1545 Ext. 236

Fax: 905-373-4800

