Hosting a Third Party Event

Thank you for joining Cystic Fibrosis Canada in the fight for a cure!

Cystic Fibrosis Canada is a national charitable not-for-profit corporation. Established in 1960, it is one of the world’s top three charitable organizations committed to finding a cure for cystic fibrosis (CF). Cystic Fibrosis Canada is an internationally recognized leader in funding vital CF research and clinical care, investing more than $226 million since its establishment and more than any other non-governmental agency in Canada. As a result, Canadians with cystic fibrosis have one of the highest median survival rates in the world.

We rely on the generous support of our volunteers, donors, and partners in our shared mission to improve the lives of Canadians living with cystic fibrosis, and ultimately to find a cure for this devastating disease.

Whether you have organized an event before or this is your first time, we want your fundraiser to be a great success and we are here to help you. We know that organizing and planning a fundraising event can be a huge undertaking, which is why our team of experienced event staff is happy to support you by:

- Offering advice and information on event planning logistics.
- Providing a letter of support to validate the event and its organizers.
- Providing letters for volunteer hours.
- Providing tax receipts for eligible donations.
- Assisting you with volunteer, speaker and/or sponsor recruitment.
- Promoting your event via our local websites and social media accounts.

Please keep in mind that we cannot do the following:

- Provide any sponsorship, funding or reimbursement for event expenses.
- Solicit or provide contact information for donors or staff.
- Endorse applications for and/or obtain any necessary licenses or permits (i.e. gaming and/or liquor)
- Approach potential sponsors (corporate or individual) on your behalf, or provide you with contacts for sponsorship.
- Assume any legal or financial liability associated with the Third Party Event.
- Provide a tax receipt to the event organizer/one individual for the total funds raised by the event.

PLEASE READ ALL THE INFORMATION CONTAINED IN THIS PACKAGE CAREFULLY BEFORE COMPLETING THE APPLICATION AND SIGNING/AGREING TO THE CONTRACT.

If you have any questions and/or would like to discuss your event further, feel free to contact Jessica Raposo at the Central Southwestern Regional office at 416-485-9149 x.395.

Please note: Third party criteria and guidelines have been established in accordance with Revenue Canada (CRA) guidelines. http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cpc/cpc-026-eng.html
Cystic Fibrosis Canada’s Third Party Event Application

**Application and Approval Process**

- Complete the Third Party Event Application and sign the Third Party Event Contract and submit them to Cystic Fibrosis Canada’s Central South-West Regional office prior to the proposed fundraising event.
- Ensure that you read Cystic Fibrosis Canada’s Infection Control Policy.
- Ensure that you read the Tax Receipting Guidelines.
- Ensure that you do the necessary research regarding licenses, permits, gaming, insurance and tax receipts. There are links embedded below and your contact at Cystic Fibrosis Canada can assist you and provide further information.
- We request a minimum of 3 weeks’ notice. If this not possible, please contact our office at your earliest convenience.
- Approval will be granted on a per event basis. We reserve the right to deny the application of any Third Part event.
- Once your application has been reviewed and approved, the Third Party Contract will be signed by the Regional Executive Director and a copy will be forwarded to you.
- If the event is cancelled, the Third Party Event organizer agrees to contact Cystic Fibrosis Canada’s Central South-West Regional office as soon as possible, and no later than one day prior to the event.

**CYSTIC FIBROSIS CANADA’S INFECTION PREVENTION AND CONTROL POLICY**

The health and well-being of people with cystic fibrosis is a top priority. To mitigate the risks of cross-infection between people with cystic fibrosis, please understand that the Cystic Fibrosis Canada Infection Prevention and Control Policy will be in effect for this event. For more information on this policy please visit Cystic Fibrosis Canada’s website [www.cysticfibrosos.ca](http://www.cysticfibrosos.ca) or [http://bit.ly/1x7pVrX](http://bit.ly/1x7pVrX).

**Part 1: Contact Information**

<table>
<thead>
<tr>
<th>Event Organizer:</th>
<th>Event Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Name:</strong></td>
<td></td>
</tr>
<tr>
<td>Proposed Event:</td>
<td></td>
</tr>
<tr>
<td>Organization/Business:</td>
<td>(if applicable)</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Postal Code:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>
**Part 2: Event Information**

<table>
<thead>
<tr>
<th>Event Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Date(s):</td>
</tr>
<tr>
<td>Proposed Time(s):</td>
</tr>
<tr>
<td>Location/Venue:</td>
</tr>
<tr>
<td>Projected Attendance:</td>
</tr>
<tr>
<td>Is your event open to the public or by invitation only?:</td>
</tr>
<tr>
<td>Why did you choose Cystic Fibrosis Canada as your charity of choice for this event?</td>
</tr>
</tbody>
</table>

Please provide a brief overview of the event.

How will you fundraise *(ticket sales, sponsorship, auction, etc.)*?

What percentage of the proceeds will benefit Cystic Fibrosis Canada?

<table>
<thead>
<tr>
<th>Net</th>
<th>Partial</th>
<th>Full</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Will any of the proceeds benefit any other charities?  YES  NO

If yes, please list:
Part 3: Financial Information

We realize these figures are estimates - please use your best guess. All expenses must be paid from the revenue generated from your event.

<table>
<thead>
<tr>
<th>Anticipated Revenue and Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Revenue (what you expect to raise before expenses, not including sponsorship)</td>
<td>$</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>$</td>
</tr>
<tr>
<td>Expenses</td>
<td>$</td>
</tr>
<tr>
<td>Details: e.g. Venue Rental, Food and Beverage, Entertainment, Prizes, Advertising, Printing etc</td>
<td></td>
</tr>
</tbody>
</table>

Amount to be contributed to Cystic Fibrosis Canada*

* Please note, once your event is approved, Cystic Fibrosis Canada then relies on your donation. It is very important that your donation be submitted to our office within 30 days of your event.

Will tax receipts be required?

YES ☐ NO ☐

Please indicate what tax receipts will be required for:

Please note that all tax receipts issued must follow and adhere to the guidelines and requirements as set out by the Canadian Revenue Agency and will be issued, as appropriate by Cystic Fibrosis Canada. Please see the Tax Receipting Guidelines and http://www.cra-arc.gc.ca/ for more information.

Part 4: Licensing and Permits

Liquor License, Permits, Gaming and Insurance

Please read the Licenses, Permits, Gaming and Insurance section of the Third Party Event Guideline and http://www.agco.on.ca for more information.

<table>
<thead>
<tr>
<th>Will alcohol be served at the event?</th>
<th>YES ☐ NO ☐ NOT SURE ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the venue have a valid liquor license?</td>
<td>YES ☐ NO ☐ NOT SURE ☐</td>
</tr>
<tr>
<td>Is a Special Occasion Permit required?*</td>
<td>YES ☐ NO ☐ NOT SURE ☐</td>
</tr>
<tr>
<td>Does the event require insurance?*</td>
<td>YES ☐ NO ☐ NOT SURE ☐</td>
</tr>
<tr>
<td>Will you require a gaming permit?*</td>
<td>YES ☐ NO ☐ NOT SURE ☐</td>
</tr>
</tbody>
</table>

* If you answered yes to either or all, please include a copy of the document(s) two weeks prior to the event.
Part 5: Event Assistance

How will your event be promoted? (Please check all that apply and provide details where appropriate – i.e. website address, radio station etc.)

- [ ] Signs
- [ ] Brochures
- [ ] Flyers
- [ ] Email
- [ ] Websites
- [ ] Social Media
- [ ] Newspapers
- [ ] Magazines
- [ ] TV/Radio
- [ ] Other

Would you like to use the Cystic Fibrosis Canada logo on your materials? *

- [ ] YES
- [ ] NO

* Please note: Permission must be given by Cystic Fibrosis Canada for use of our logo in conjunction with your event and all materials must be reviewed and approved in advance.

Will you have an event website? _________________________________

- [ ] YES
- [ ] NO

Would you like your event listed on our local website?

- [ ] YES
- [ ] NO

Would you like us to publicize your event via our social media accounts?

- [ ] YES
- [ ] NO

Would you like your event included in our Regional newsletters?*

- [ ] YES
- [ ] NO

* Dependent upon timing (i.e. when we receive and approve your application vis-à-vis when these publications are being distributed)

If you indicated YES for any of the above, please create your event listing as you would like it to appear:

- [ ]
- [ ]
- [ ]
- [ ]
Would you like us to assist you in recruiting volunteers for your event?*  

**YES ☐ NO ☐**  

*If yes, please list the specific details (timing, number of volunteers, etc.):*  

---  

*We will do our best to assist you, but volunteers are not guaranteed to be available for your event.*  

**Cystic Fibrosis Canada Promotional Materials**  

Depending on availability, Cystic Fibrosis Canada may be able to provide you with promotional materials such as balloons, posters, money boxes, brochures and/or stickers. Please contact your regional office for further details.  

Thank you for taking the time to complete this application. We appreciate your support and effort in making a difference, and look forward to working with you!  

**PLEASE SIGN THE ATTACHED CONTRACT AND RETURN IT ALONG WITH THE APPLICATION TO:**  

Cystic Fibrosis Canada, Central and Southwestern Region  
Attn: Jessica Raposo, Fund Development Coordinator  
2323 Yonge Street, Suite 800  
Toronto, ON M4P 2C9  
Email: jraposo@cysticfibrosis.ca  
Phone: 416-485-9149 x. 395  
Fax: 416-485.0960
Third Party Event Contract

I have read, understand and specifically agree to all the terms and conditions contained in the attached “Cystic Fibrosis Canada Third-Party Event Guidelines”. I understand that my event is not considered an approved event until written approval of my application is received from Cystic Fibrosis Canada. No amendment, modification or waiver of any of the terms and conditions contained in this document and the “Cystic Fibrosis Canada Third-Party Event Guidelines” shall be valid unless in writing.

I have read and agree to comply with Cystic Fibrosis Canada’s Infection Prevention and Control Policy.

At no time will Cystic Fibrosis Canada, or any representative of Cystic Fibrosis Canada, be responsible for the cost, planning, or staffing of my event, nor will they be liable for personal injuries or damages to property which may occur during my event. I agree to indemnify and hold harmless Cystic Fibrosis Canada and their employees, agents and representatives, from any and every claim, demand, suit and payment related to or caused by my event.

By signing this agreement you agree to submit net, partial or full proceeds of the event to Cystic Fibrosis Canada – Central Southwest Regional Office within 30 days of your event. We appreciate your support and effort in making a difference, and look forward to working with you.

__________________________________________  ______________________________________
Signature                                      Date
Third Party Event Coordinator

Third Party Event Approval

__________________________________________  ______________________________________
Signature                                      Date
Regional Executive Director
Central & Southwestern Ontario
Cystic Fibrosis Canada

Please return completed application and signed contract to:
Cystic Fibrosis Canada, Central and Southwestern Region
Attn: Jessica Raposo, Fund Development Coordinator
2323 Yonge Street, Suite 800
Toronto, ON M4P 2C9
Email: jraposo@cysticfibrosis.ca  Phone: 416-485-9149 x. 395  Fax: 416-485.0960

Thank you for joining Cystic Fibrosis Canada in the fight for a cure!