

# Community Event Registration Form

Thank you for your interest in fundraising for Asthma Canada. Every dollar you raise will help improve the lives of the nearly 4 million Canadians living with asthma through education, advocacy and research. When you take action against asthma, you change lives.

Asthma Canada welcomes members of our community to host their own fundraising and promotional third party events, and deeply appreciates this type of support. **Please note that all third party events must first be reviewed and approved by the Asthma Canada team.**

Once completed, please send this form to:

**Email:** fundraising@asthma.ca

**Fax:** 416-787-5807

**Mail:** 401-124 Merton Street,  
Toronto, ON, M4S 2Z2

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## Event Application

We request that you submit this application at least two weeks in advance of your event for approval.

### Contact Information

Name of organizer (Company/Group/Individual): \_\_\_\_\_

Name of primary contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone (home/cell): \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Description

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Time(s): \_\_\_\_\_

Event Location: \_\_\_\_\_

Brief Description of Event:

What was the inspiration for this event?

Will this be a recurring event?       Yes       No

Has this event taken place before?       Yes       No

How many people are expected to attend or participate in the event? \_\_\_\_\_

### **Financial Information**

How will you raise funds? (E.g. ticket sales, pledges, silent auction etc.)

## Estimated Budget

Please provide us with your best estimate of revenue and expenses. All costs associated with the event must either come out of the event proceeds or be paid by the organizer of the event. We recognize that the numbers provided below will just be estimates. If needed, you can also attach the budget on a separate page.

**\*If you're hosting a smaller event, such as a bake sale, or the budget lines aren't applicable to your event, please just provide a general estimate of the total donation amount that we can expect to receive.**

| Revenue       |          | Expenses          |          |
|---------------|----------|-------------------|----------|
| Sponsorship   | \$ _____ | Venue             | \$ _____ |
| Donations     | \$ _____ | Food/Drink        | \$ _____ |
| Ticket Sales  | \$ _____ | Advertising       | \$ _____ |
| Other         | \$ _____ | Entertainment     | \$ _____ |
|               |          | Other             | \$ _____ |
| Total Revenue | \$ _____ | Total Revenue     | \$ _____ |
|               |          | <b>Net Profit</b> | \$ _____ |

Expected date of donation to Asthma Canada: \_\_\_\_\_

## Sponsorship

Will you be securing sponsors for your event?  Yes  No

If yes, please list the sponsors both prospective and confirmed:

## Event Promotion

How do you plan to promote your event? (e.g. social media, local media, blog, website, newspaper)

Can Asthma Canada promote your fundraising event on our social media channels?  Yes  No

## Promotional Materials

Asthma Canada is pleased to provide you with digital promotional materials for your fundraising event. Please indicate which materials you would like to receive:

- Asthma Canada Posters
- Fundraising Thermometer
- Educational Asthma Booklets

## Event Resources

Asthma Canada can also provide you with useful resources to help your event be a success and to attract support for your fundraiser. Please indicate which resources you would like to receive:

- Letter of Support
- Event Planning Checklist
- Silent Auction Toolkit
- Donation & Pledge Forms
- Asthma Canada Logo

## Asthma Canada Third Party Events Policy

Asthma Canada is pleased to work with Third Party Fundraisers interested in hosting Third Party Events to benefit Canadians with asthma.

As a registered charity, Asthma Canada follows the Canadian Revenue Agency's (CRA) administrative rules and regulations on fundraising. We have created this Third Party Event Registration Form and Policy to ensure compliance with CRA guidelines and to help you host a successful fundraiser.

In order for the Third Party Event to associate itself with Asthma Canada, the Third Party must comply with the following policy.

### Accountability

- All Third Party Events must be approved by Asthma Canada prior to the event start date and before any fundraising activities have taken place.
- All Third Party Events must be consistent with the mission and values of Asthma Canada.
- In addition to Asthma Canada policies, Third Party Events and their organizer(s) must comply with all applicable municipal, provincial, and federal laws and regulations.

### Asthma Canada reserves the right to:

- a) Refuse involvement, and the use of its name and logo, in circumstances where the Third Party Event does not meet with approval.
- b) Refuse approval of sponsors as per the policies and procedures of Asthma Canada.
- c) Remove support of any Third Party Event that does not abide by the policies of this agreement.

### Financial

- The Third Party will be solely responsible for the development and execution of the Third Party Event and for any and all debts, costs or expenses relating to the Third Party Event.
- The Third Party will not open any bank accounts or sign any contracts using Asthma Canada's name or Business Number. Nor should any contracts be signed or obligations made on behalf of Asthma Canada. The Third Party agrees to forward any cheque donations listing Asthma Canada as the "Payee" to Asthma Canada for deposit in Asthma Canada's bank account.
- The donations will be designated as an unrestricted gift and used where there is the greatest need, as deemed by Asthma Canada unless otherwise agreed upon and designated to a specific program or purpose. The Third Party agrees to deliver the net revenue generated from the Third Party event within thirty (30) days of the conclusion of the event.
- Asthma Canada will not provide staff support for the Third Party Event. The Third Party will be responsible for recruiting staff or volunteers to produce and work the proposed Third Party Event.

### Licenses, Fees, and Insurance

- The Third Party is responsible for obtaining any necessary licenses, permits and clearances as required by municipal and provincial governments and for complying with all applicable laws. Any fees required for licenses are the sole responsibility of the Third Party.
- The Third Party is responsible for obtaining and maintaining a valid insurance policy for the event. Asthma Canada's insurance policy does not cover Third Party Events.
- By accepting the terms and conditions of this policy, the Third Party understands that they are accepting all responsibility for claims that may arise as a result of their event.
- Asthma Canada will not provide applications for gaming licenses. It is the responsibility of the Third Party to obtain all necessary licenses, gaming related and otherwise.

## Tax Receipting

- Asthma Canada will issue receipts in accordance with the rules and regulations of the CRA. Asthma Canada will issue official charitable tax receipts for all donations of \$10 or more made by individuals directly to Asthma Canada, online or by cheque (Payable to Asthma Canada).
- If donations are collected by the Third party, official charitable tax receipts will be issued for all donations that were given without receiving a product or tangible item in return. The full name and address of the donor (including postal code) must be provided to Asthma Canada in order for a receipt to be issued.
- Asthma Canada does not issue tax receipts for sponsorships, donations of gift-in-kind items or purchases of raffle tickets, draws, green fees, event tickets or the purchase of live or silent auction items.
- Asthma Canada will issue business acknowledgement letters for corporate gifts.

## Liability and Indemnity

- The Third Party hereby fully releases and agrees to indemnify and hold harmless Asthma Canada and its employees, officers, directors, volunteers, representatives, agents, contractors and licensees, together with their insurers, from and against any and all causes of actions, liabilities, claims, losses, charges, damages, costs or expenses, including reasonable legal fees, arising out of or occasioned by (a) any act or omission of the Third Party or Third Party Event organizer, or their officers, partners, employees, agents, volunteers, contractors, licensees, guests, invitees, or attendees, in connection with the Third Party Event(s); and/or (b) any breach of any provision of this Agreement.

## Event Safety

- Asthma Canada is not responsible for the safety of the participants, volunteers, and attendees of the Third Party Event. The Third Party is responsible for ensuring the safety of the participants, volunteers, and attendees of the Third Party Event, especially minors. If the Third Party Event poses any potential risk to the health or safety of a participant (e.g., walkathon, marathon, triathlon, etc.), the Third Party shall obtain a written and signed waiver of liability releasing Asthma Canada from any claim for liability from each participant as a condition of participating in the Third Party Event.

## Promotion

- Any unauthorized use of Asthma Canada's logo is prohibited. All materials bearing Asthma Canada's name or logo must be submitted to Asthma Canada for review and approval prior to use. Asthma Canada reserves the right to refuse or withdraw permission for the use of its name and logo at any time.
- The Applicant may not create Asthma Canada merchandise or products bearing our name or logo without Asthma Canada's prior written consent, and may not sell Asthma Canada-branded merchandise in connection with any Third Party Event under any circumstance. All promotional materials must be submitted to Asthma Canada for review and approval before being used.
- All event materials that include a solicitation must be approved by the Asthma Canada team. The solicitation must state clearly the reason for which the funds are being requested, and include Asthma Canada's name and contact information (mailing address, phone number, email, website). Also, please ensure that Asthma Canada's charitable registration number: 89853-7048-RR0001 is included on all event materials.
- The Third Party must ensure that all advertising and promotional materials make clear that the event is being carried out by a Third Party and that the net proceeds of the event will be donated to Asthma Canada.
- It is mutually understood that (a) Asthma Canada is a registered charity under the Income Tax Act (Canada) and that nothing herein shall impose any obligations for Asthma Canada that are unrelated to its charitable purpose, including but not limited to endorsing any commercial product or entity, and (b) all activities associated with promoting the Third Party Event shall make clear to the public that use of Asthma Canada's name or logo is by permission and does not constitute endorsement.

## Compliance with Provincial Laws

- Where the Third Party intends on soliciting donations in Alberta, the Third Party shall comply with the provisions set out in the Charitable Fund-Raising Act and its regulations. Specifically, the Third Party must provide the person(s) being solicited with the specific information about Asthma Canada (**please contact us for this information if you are interested in hosting an event to fundraise for Asthma Canada in Alberta**) as well as: (a) estimate of the costs of the Third Party Event(s); (b) description of the Third Party Event(s); and (c) estimate of the funds the Applicant intends to raise from the Third Party Event(s).
- **If you are planning to host a Third Party Event for Asthma Canada in Alberta please contact us at 1-866-787-4050 (ext. 109) or through email at fundraising@asthma.ca.**

## Sponsorship

- Asthma Canada will not solicit sponsors on behalf of the Third Party or Third Party Event. Asthma Canada must be notified of all event sponsors in advance. The Third Party must disclose to sponsors that Asthma Canada is not the host of the event, but that event participants will be encouraged to donate to Asthma Canada.
- Asthma Canada reserves the right to deny a proposed sponsor the opportunity to sponsor the Third Party Event. In the event that Asthma Canada denies a sponsor its right to sponsor the Third Party Event, the Third Party is responsible for returning any funds provided by the sponsor.

## Annual Approval

- If the Third Party intends on planning annual events, the Third Party must obtain prior written approval from Asthma Canada each year.

## Event Cancellation

- The event organizer(s) will notify Asthma Canada if the event is cancelled, prior to the planned day of the event.

## Privacy

- After the conclusion of the event, the event organizer(s) shall not retain any private donor information, including names, addresses, telephone numbers, donation amounts, and payment information. Please send all records to Asthma Canada. Asthma Canada will not provide mailing lists or other donor information to the event organizer(s). Asthma Canada is committed to protecting the privacy of our donors and adheres to the privacy regulations outlined in our privacy policy.

## Agreement

As the Third Party responsible for coordinating the above proposed event, I, the undersigned, acknowledge that I am eighteen years of age or older, and that I have read, understood, and agree to be bound by the terms of this Third Party Fundraising Agreement.

Where the Applicant is under the age of 18, the undersigned parent or guardian acknowledges to be bound by the terms and conditions of this Third Party Fundraising Agreement as though he/she were the Applicant named below.

### APPLICANT:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Printed Name

\_\_\_\_\_  
Title

### PARENT OR GUARDIAN IF APPLICANT IS UNDER 18 YEARS OLD:

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Printed Name

\_\_\_\_\_  
Title

### Asthma Canada:

\_\_\_\_\_  
Asthma Canada Representative Signature

\_\_\_\_\_  
Date

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Asthma Canada abides by all Canada Revenue Agency (CRA) guidelines concerning the issue of tax receipts. If you have any specific questions about your event, please contact:  
**fundraising@asthma.ca or call 1-866-787-4050 (ext.109).**

Once completed, please email, fax or mail this application to the attention of the Fundraising Team.

**Email:** fundraising@asthma.ca

**Fax:** 416-787-5807

**Mail:** 401-124 Merton Street, Toronto, ON, M4S 2Z2

# Thank you!

For fundraising to help Canadians with asthma!