



## THIRD PARTY EVENTS – TERMS AND CONDITIONS

Please read the following terms and conditions,  
complete the required information, and sign below.

I/we \_\_\_\_\_, (Organizer), is applying to organize a Third Party Fundraising Event to benefit Raincoast Conservation Foundation (RCF) *\*Please note that RCF does not take an active role in planning or organizing this event.*

1. Only events consistent with the vision and mission of RCF will be approved.
2. Use of the RCF name should be done in the following manner:
  - “Proceeds from this event will go to the Raincoast Conservation Foundation”.
  - “Your ticket purchase helps to support Raincoast Conservation Foundation”.
  - “The (name of your event) is a benefit for Raincoast Conservation Foundation”.
3. The Organizer agrees to submit to the Development contact for Raincoast Conservation Foundation all copy for advertisements and other event-related promotional materials which use the name and/or logo of Raincoast Conservation Foundation, and to obtain RCF’s written permission before production and distribution. RCF expressly reserves the right to final approval on anything that uses the name of Raincoast Conservation Foundation.
4. The sponsoring organization/individual agrees to underwrite all costs of the special event/promotional campaign, or to secure such underwriting. Raincoast Conservation Foundation shall incur no costs or liabilities unless otherwise agreed to, in writing, prior to the special event/promotional campaign.
5. The Organizer agrees to handle all monetary transactions for the event and will present the proceeds to RCF within sixty (60) days along with detailed accounting. The Organizer acknowledges that RCF adheres to the receipting policies of the Canada Customs and Revenue Agency.  
**\*Please note that not all funds raised qualify for a tax receipt. The Canada Revenue Agency restricts the dollar amount of tax receipts to donors where a benefit or advantage accrues to the supporter. Examples include, but are not limited to, door prizes, dinner, signage/advertising, complimentary items.**
6. The Organizer agrees to receive advance written approval from Raincoast Conservation Foundation before requesting any donations/sponsorships (cash or in kind) from any organization or individual.
7. The Organizer agrees not to promise charitable tax receipts for any donation, item or service without first speaking to the Development contact of Raincoast Conservation Foundation.
8. RCF accepts no legal responsibility for the event and cannot be held liable for any risk or injury, or other damages in conjunction with the event. The Organizer must obtain all necessary permits, licenses and insurance relating to the event and will provide RCF with copies of the above at least two (2) weeks before the event start date.

9. The Organizer will arrange staff/volunteers to organize and run the fundraiser. This is an opportunity for you and your group to raise funds in support of Raincoast Conservation Foundation and the vision and mission it upholds. RCF may be able to provide some level of assistance for events depending on timing and staffing requirements.
  
10. The Organizer agrees to use its own mailing list and/or contacts. RCF will not actively sell tickets to the event and/or purchase tickets for attendance for RCF representatives. The Organizer is asked to give RCF two (2) complimentary tickets for use by staff and/or Board members.
  
11. Approval of the Organizer's application is only valid for the event detailed in this proposal. Events held in subsequent years and/or of a different format must also be submitted for approval.

Raincoast Conservation Foundation reserves the right to withdraw its support of the event and the use of RCF's name and logo at any time. If the event is cancelled, the Organizer will notify RCF within three (3) business days.

**I agree to the terms and conditions as outlined above:**

---

Organizer's Name and Title: (Print)

---

Signature

Date

Approved when signed:

---

on behalf of Raincoast Conservation Foundation  
(Print name)

Date

# THIRD-PARTY EVENT PROPOSAL FORM

*Please complete this form in full.*

**PLEASE PROVIDE SOME BACKGROUND DETAILS:**

Date of Request	
Project/Event Title (if applicable)	

**APPLICANT OR LEAD ORGANIZATION INFORMATION:**

Name of Individual/Organization/Group	
When was your organization established?	
What is your purpose?	
Do you have a connection to Raincoast	

Mailing Address:			
Telephone:		Fax:	
Email:		Website:	
Contact Person (name & position title)			

How will you publicize/promote your fundraiser?				
<input type="checkbox"/> posters/flyers	<input type="checkbox"/> newspaper ads	<input type="checkbox"/> website	<input type="checkbox"/> radio	<input type="checkbox"/> other
Will there be printed materials produced in conjunction with this event?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Do you intend to use the Raincoast logo or our name on your advertising?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No			
How will the Raincoast logo be used?				

**\*Please note that all materials to contain the Raincoast logo must be approved by Raincoast Conservation Foundation prior to production. The logo and name cannot be used without permission.**

**PLEASE TELL US WHAT YOU ARE EXPECTING FROM RAINCOAST?**

Visit from Raincoast staff member to your operation?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you foresee the use of Raincoast materials?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please provide details:		
<input type="checkbox"/> print materials will be required	Estimated quantity:	
<input type="checkbox"/> a representative from Raincoast is requested to		
<input type="checkbox"/> other		

**\*Please note that we may or may not be able to provide a representative at your event.**

Please provide a description of your event: (including logistics, venue, numbers of attendees, costs, etc. – please use additional space if necessary)

**PLEASE PROVIDE US WITH SOME FINANCIAL INFORMATION:**

Will other charitable organizations benefit from this fundraiser?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please list the names:		
Will you require tax receipts?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**\*Please note that tax receipts are issued in accordance with CRA guidelines and must be pre-approved by Raincoast Conservation Foundation.**

We suggest that you take some time to plan your event's revenues and expenses. Please fill out the following to the best of your ability.

Revenues		Expenditures	
Cash Sponsorships:		Venue:	
Ticket Sales:		Food/Beverage:	
Auction:		Printing/Advertising:	
Misc. Sales:		Entertainment:	
Other: (specify)		Décor:	
Other: (specify)		Other: (specify)	
<b>TOTAL:</b>		<b>TOTAL:</b>	

Expected Net Revenue: (revenues – expenditures)	
Amount to be given to Raincoast:	

**REFERENCES:**

Please list at least one reference (professional contact or previous fundraising recipient organization and contact) below that Raincoast can contact if this is your first time conducting a fundraiser in support of Raincoast.

Organization Name:			
Contact Person:		Title:	
Telephone:		Email:	
Relationship:			

Please complete this form and return with necessary attachments (budget, additional Information) by mail, e-mail or fax to:

**Christine Hewitt**  
 Development and Community Relations  
 250-655-1229 ext 230 fax: 250-655-1339  
[christine@raincoast.org](mailto:christine@raincoast.org)  
 Raincoast Conservation Foundation  
 P.O. Box. 2429 Sidney, B.C. V8L 3Y3

**\*\*Please allow at least 10 – 12 business days for final approval of your proposal.\*\***