



Third Party Application Form

Thank you for interest in wanting to support Autism Speaks Canada with your proposed fundraiser. To best support you and your efforts we ask that in advance of developing your activity to please complete and submit this application to Autism Speaks Canada at communityevents@autismspeaksca.ca. Upon approval of your fundraiser you will receive a Third Party Event Agreement to be signed by the principal organizer to serve as written commitment in accordance with the terms and conditions as outlined in the Agreement. **Please note – some information asked may not be relevant to your activity, please complete only what is applicable. Thank you.**

STEP 1 – COMPLETE THIRD PARTY PROPOSAL FORM (below)

Name of Business/Organization/Individual organizing the Fundraiser:

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Contact Info:

Name	
Street	
City	
Province	
Postal Code	
Telephone #	
Email Address	
Alternate Contact	
Alternate Telephone #	
Alternate Email	

Why have you decided to raise money in support of Autism Speaks Canada?

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Please give a brief description of the event:

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Date of Event:	
Name of Event:	
Location of event	
Has this event been done before; Yes/No If Yes when?	
If previously conducted, what were the net proceeds to the charitable organization? Please attach the budget for this event – see Step 2	\$
If this is a new event, what do you hope to raise? Please attach the budget for this event – see Step 2	\$
Please describe how the event will be publicized?	
Estimated number of event attendees:	
How will the money be raised (ticket sales/sponsorships/contributions/program journal, etc):	
Please list all sponsor(s)/underwriter(s) of this event	
What portion of the estimated net proceeds will be contributed to AUTISM SPEAKS Canada:	<input type="checkbox"/> 100% <input type="checkbox"/> Other % _____
If there will be any other beneficiaries of the special event proceeds (in addition to AUTISM SPEAKS Canada), please identify them:	
Does your event require tax receipts? Yes/No If yes, explain for what purpose?	
Please check all that apply. Do you require	
<ul style="list-style-type: none"> • Proud Supporter logo? • Tattoos • Balloons • Proud Supporter signage • ASC brochures 	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES Q: _____ <input type="checkbox"/> NO

Before embarking on hosting a third party event to raise funds and awareness for Autism Speaks Canada it is important establish a timetable and action plan prior to the event date so there is sufficient time for planning, promotion and ultimate success.

By signing below you acknowledge that no materials bearing the name and/or logo of Autism Speaks Canada will be printed without the draft artwork and content being approved by Autism Speaks Canada staff. Further you acknowledge that all net or a portion of proceeds from this event will be given to Autism Speaks Canada. It is agreed you will have adequate insurance coverage and provide a “hold harmless” clause for Autism Speaks Canada with regards to this event.

Third Party Organizer Signature

Date



STEP 2: THIRD PARTY EVENT PROPOSED BUDGET/FINANCIAL SUMMARY (only if applicable)

Please complete this budget and submit with your application. Be as specific as possible. Also please specify which of which of any costs or expenses you expect to be underwritten (by sponsors) or donated as gifts-in-kind (actual goods or services).

Name of the event: _____ Submitted by: _____

Location of the event: _____ Event Date/Time: _____

INCOME

EXPENSES

Ticket/Admission: (# ____ x \$ ____) _____

Decorations: _____

Sponsors: _____

Entertainment: _____

Donations: _____

Fees, etc.: _____

Pledges: _____

Food: _____

Underwriters: _____

Postage: _____

Other (list) _____

Printing/Graphics: _____

Other (list) _____

Supplies: _____

Other (list) _____

Other (list): _____

TOTAL _____

TOTAL _____

GROSS INCOME \$ _____

LESS EXPENSES \$ (_____)

NET INCOME \$ _____

Estimated proceeds to be given to Autism Speaks: Canada \$ _____

In what form will the proceeds be given to Autism Speaks Canada? (cash, check, etc.) _____

Expected date of delivery of proceeds (must be within 30 days following the event) _____

An actual income/expense accounting is required at the end of every event. Autism Speaks Canada reserve the right to review any official accounting records. Upon request, every organization agrees to provide Autism Speaks Canada with a complete list of monetary and non-monetary donors that includes name, address, phone number and item or amount donated. DONORS NAMES WILL NOT BE SOLD OR USED FOR DIRECT MAIL OR TELEMARKETING PURPOSES.



Terms and Conditions – Third Party Event

Autism Speaks Canada will not support third party initiatives or requests if the Organizer or Company is indirectly in conflict with our mission. As the event Organizer you are agreeing to always promote a positive image of Autism Speaks Canada to the public, and agree to the following Terms and Conditions:

Financial

- As a responsible steward of public funds, Autism Speaks Canada believes that a reasonable percentage of the gross revenues from all fundraising events should be directed to Autism Speaks Canada. As a general rule, the standard set forth in the Better Business Bureau guidelines are to keep expenses to 25% of gross revenue
- If only a portion of the proceeds will go directly to Autism Speaks Canada, the “Third Party” must clearly disclose publically to purchasers, participants, etc., the approximate amount of dollars and/or percent of the proceeds that will go to Autism Speaks Canada.
- No monies collected from the proposed event can be intended or a portion of the proceeds being kept as profit or as compensation.
- Autism Speaks Canada will not supply any funding to finance a third party event/program and will not be responsible for any debts incurred.
- All cheques from participants of third party events and programs must be made out to Autism Speaks Canada, unless otherwise approved.
- If a separate bank account is being established by the “Third-Party” for the event, it must be opened in the “Third-Party’s” name, not Autism Speaks Canada; Autism Speaks Canada policies do not permit a “Third-Party” to establish a bank account in the name of Autism Speaks Canada.

Liability

- The “Third-Party” event is responsible for obtaining appropriate insurance coverage, licenses and permits as necessary and in compliance with all applicable laws. Autism Speaks Canada is not responsible for theft or damage or accidents to individuals or property.

Insurance, Licensing & Permits

- The “Third Party” will not enter into any agreements or contracts using Autism Speaks Canada’s name.
- If conducting a raffle you must adhere to all legal raffle guidelines. A raffle is defined as a drawing for the distribution of prizes by chance among persons who have paid money for paper tickets that provide the opportunity to win these prizes. You are solely responsible for establishing licensing and permits required to host a raffle in your Province.

Administration

The event Organizer is solely responsible for 100% of the events administrative requirements.

Name and Logo

Our name can be used on your event collateral and web-site to announce that we are the recipients benefiting from the net proceeds from your event. Please note Autism Speaks Canada has the rights to withdraw its name at any time and will not assume any liabilities for doing so.

A Community Proud Supporter logo will be released to all approved third party initiatives. Approval of this logo on any event collateral or advertising must be received prior to being released to the public by the Communications Manager at Autism Speaks Canada.

Promotion

- The “Third Party” is responsible for all sales, marketing and promotion of their event.
- Autism Speaks Canada is not able to mail or email donor or sponsor lists, endorse any products or services and/or provide promotional or advertising support of any kind.
- The “Third Party” fundraiser is responsible for all prizes, auction items and awards required to support their event.

Photos & video

- Any photographs or video submitted by the event Organizer becomes the property of Autism Speaks Canada and can be used in any media promotion or collateral pieces.

Staff & Volunteer Support

- Autism Speaks Canada does not provide volunteers to run or attend third party events.
- Autism Speaks Canada staff representation at “Third-Party” events is by “best efforts”, and consideration is by invite only to support cheque presentation at the fundraiser.

Privacy

- All information obtained and used by Autism Speaks Canada will be treated with the utmost confidentiality and security in accordance with our privacy policies.

Tax Receipting

- In order to maintain our charitable status, Autism Speaks Canada must abide by the rules and regulations set-out by Canada Revenue Agency (CRA). Please do not promise tax receipts to anyone. Autism Speaks Canada will issue tax receipts that are in compliance with CRA policies.
 - a. CRA ruling does not allow tax receipts to be issued for sponsorship dollars, gifts-in-kind contributions or donated services. I.e. Sale of raffle tickets, admission tickets, green fees, auction items and other goods that provide a benefit to donors are not eligible for a tax receipt.
 - b. Sponsorships – by virtue of being a sponsor, the corporation is receiving benefits in the form of recognition and advertising.
 - c. Donation of Services – tax receipts cannot be issued for services provided including; personal, professional or legal services.