



FUNDRAISING AGREEMENT FORM

Thank you for organizing a fundraiser on behalf of WIN House!

Your fundraising proposal must be approved prior to publicizing your event or initiative. Please return this completed form via email to the WIN House at: events@winhouse.org

CONTACT INFORMATION

First Name

Initial

Last Name

Mailing Address

City, Province

Postal Code

Organization (if applicable)

Phone

Mobile

Home

Business

Email Address

WIN House respects your privacy and takes the protection of your personal information seriously. We adhere to all legislative requirements concerning privacy protection.

PROPOSED EVENT

Event Name**Date (MM/DD/YYYY)**

*Please note that the event name listed here will be used verbatim on all documents and recognition going forward.

Location**Time**

1. Have you hosted this event before? Yes No

If yes, how often? Annually Ongoing

2. What inspired you to raise funds for WIN House?

EVENT INFORMATION

1. Briefly describe your fundraiser/event/campaign and how the funds will be raised.

2. How many people are expected to attend or participate? _____

3. Will you require volunteers or staff at your event? If so, how many? Yes No # _____

4. Required staff/volunteer tasks? _____



PROMOTIONAL INFORMATION

1. If relevant, please list your event's social media handles and hashtags.

2. If relevant, please indicate the planned type of promotional material including distribution method, and the dates of release.

3. Do you require the use of the WIN House logo and name for promotional materials? Yes No
Please note that all materials containing logo and name use require approval prior to distribution.

4. If yes, provide details. _____

FINANCIAL INFORMATION

1. Will the proceeds from your event be donated to WIN House exclusively? Yes No

2. If no, what other charities are involved? What percentage of the revenue will they receive?

3. How will funds be raised? Please check off all that apply:

Ticket Sales Auction (Silent/Live) Product Sales Cash Donations

Online Donations Raffle Other: _____

4. Fundraising Goal: \$ _____

5. Will participants require a tax receipt*? Yes No

* In accordance with Canada Revenue Agency (CRA) regulations, charitable tax receipts cannot be issued for funds raised through events where contributions from multiple donors are pooled and remitted as a single amount. Tax receipts may only be issued for individual donations made directly to the event in support of the organization. Charitable tax receipts will be issued for eligible donations of \$20 or more. To qualify, each donation must be individually identifiable and include the donor's full legal name and mailing address at the time the donation is made. Donations that do not meet these requirements are not eligible for a tax receipt.

TERMS AND CONDITIONS

GENERAL

I/We agree that prior approval to hold a third-party event/initiative on behalf of WIN House is required. Approval is based on the type, theme and financial viability of the event/initiative.

I/We agree that WIN House assumes no legal or financial liability associated with the event/initiative.

I/We understand that support and participation by WIN House staff and/or volunteers is limited to available resources, and an outline of available resources will be shared upon signing of agreement.

I/We agree that we will obtain all necessary permits, licenses, and other approvals prior to their event/initiative.

I/We agree not to conduct any gaming activities, including raffles or 50/50 draws, without first obtaining the required licence. I/We understand that WIN House can apply for a raffle license. Should this transpire, I/We understand and agree to follow all rules and guidelines outlined by Alberta Gaming, Liquor and Cannabis (AGLC) and this Agreement.

I/We agree that the event/initiative must be in accordance with WIN House's mission, vision, and values. Refer to winhouse.org for details. WIN House reserves the right to cancel this agreement at any given time should the event undermine WIN House's mission, vision, values, established policies, or threaten its work and reputation within the community. WIN House is not responsible for financial or other damages that may result from such cancellation.

I/We agree that the event/initiative will not be illegal or contrary to public policy, will not be deceptive, will not be for an unrelated business and is strictly for the purpose of the charity.

I/We agree to abide by and observe all applicable laws, rules, regulations and ordinances of government authorities, including health and safety practices and ordinances of government and health authorities throughout the planning process and on the event/initiative day.

I/We agree that each party shall be responsible for its own employees, volunteers, contractors, and affiliates. Each party shall indemnify the other for any liability resulting from the gross negligence or willful misconduct of its own employees, volunteers, contractors, or affiliates.

I/We agree that the Organizer has full responsibility with organizing the event/initiative. WIN House will have no roles or responsibilities in organizing and carrying out this event/initiative.



I/We agree that the Organizer shall notify WIN House in writing of any changes to the event/initiative details and to the Start Date, End Date and Location identified above, which notification shall be provided as early as possible after the Organizer becomes aware of such changes.

I/We understand the level of support from WIN House staff will be based on the fundraising goal and the resources available.

I/We agree that WIN House may at any time withdraw the right to use its name for fundraising or other purposes if the event is deemed damaging to WIN House. In the event that WIN House withdraws, the event in its name and all such activities shall cease and be discontinued within 24 hours of decision. WIN House will not be responsible for financial or other damages that may result from this cancellation.

PROMOTIONAL

I/We agree that WIN House must authorize the use of its name and/or logo in promotional and informational materials before its use.

I/We agree that it is my/our responsibility to get the necessary permission to take photos/videos/recordings of participants and volunteers.

I/We agree that WIN House has rights to use photos taken at the event for future promotional or advertising purposes.

I/We agree WIN House cannot provide media support, nor can it guarantee media attendance at your event.

I/We agree that if a professional fundraiser or promotions individual is hired to coordinate an event that benefits WIN House, WIN House staff will receive direct contact information a minimum of 72 hours prior to the event/initiative day.

FINANCIAL

I/We understand that WIN House is unable to provide financial assistance to third party events/initiatives.

I/We agree that the WIN House will receive an accounting of all net proceeds from the event within thirty (30) business days of the conclusion of the event. WIN House requires that event organizers use satisfactory financial controls. A full accounting of monies, including donor lists and any advantages received by the donors must be provided upon receiving funds. Receipts will be issued for the date funds are received by WIN House. As per CRA, all donations (requiring a tax receipt for any given calendar year) must be received in hand to WIN House by December 31 of that calendar year.

I/We agree that WIN House issues official income tax receipts in accordance with the guidelines set by the CRA. Refer to www.cra-arc.gc.ca.



I/We agree to adhere to all federal, provincial, and municipal laws and assure that compensation to any professional fundraisers or promoters shall not be based on commission or percentage of monies raised.

I/We agree that I/We will discuss with WIN House staff before offering a tax receipt option. WIN House agrees to advise the third party about CRA regulations relating to the issuing of charitable tax receipts.

I/We agree that tax receipts may only be issued for donations where the donor has not received any advantage in return (including products, tangible items, sponsorship benefits, or recognition). The donation must be voluntary, and there must be a transfer of property. All gifts, including donations made online, must meet the conditions set by the CRA for official donation receipts, including the rules in Income Tax Folio S7-F1-C1 (Split-receipting) and other applicable CRA guidance. Receipts must accurately record the value of the gift, any advantage received, and include the charity's information, the donor's name, and a unique receipt serial number.

INSURANCE

I/I/We agree that the Organizer shall, at its own cost and expense, obtain and maintain appropriate insurance coverage depending on the nature of the event/initiative. The Organizer shall obtain and maintain any additional insurance coverage if required by WIN House.

I/We agree that, where applicable, all required insurance policies and/or liquor licenses must be obtained and copies submitted prior to the event/initiative. The Organizer acknowledges that WIN House is not responsible for obtaining any such insurance, permits, or licenses. WIN House may request certified copies of any or all insurance policies or permits obtained by the Organizer in respect of the event/initiative.

I/We agree to assume full responsibility for all risks associated with the planning, organization, and execution of the fundraising event/initiative and to indemnify and hold WIN House harmless from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, and reasonable legal fees, arising from or related to the applicant's fundraising event/initiative. Third-party organizers are required to underwrite all costs, and WIN House will not incur any costs.

I/We agree to the above terms and conditions.

Signature of applicant

Date (MM/DD/YYYY)

WIN House Signature

Date (MM/DD/YYYY)