Third-Party Fundraising Events Toolkit & Guidelines

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Thank you for your interest in hosting an independent third-party fundraising event in support of Halton Police Foundation (HPF). We are very appreciative of your efforts to raise awareness and funds in support of the mission and vision of HPF.

MISSION

To champion and advance community programs which empower at-risk and underserved community members.

VISION

A united Halton in which all youth, adults, and families have equal opportunity to thrive.

A Third-Party Fundraiser is any fundraising initiative brought forward by an individual(s), community group, service club, school or business external to the management of HPF.

We appreciate the commitment, time and resources required for the successful execution of your third-party fundraising event.

To have a clear and mutual understanding of expectations from planning through to completion, we have developed guidelines for your agreement and signature.

Third-Party Fundraising Ideas

Third-Party Fundraisers are a great way for individuals and groups to support Halton Police Foundation. Engage your team and creative resources to determine what works for you.

Here are just a few ideas to consider:

Auction
Amazing Race
Arts and Crafts Sale
Battle of the Bands
Benefit Dinner
Bingo Night
Book Sale
Bowling Tournament
Car Wash
Concert/Play
Dinner Party
Donations in Lieu of Gifts
Face Painting
Fashion Show
Flower Sale
Garage Sale
Golf Tournament
Loonie/Twoonie Drives
Pet Wash
Run/Walk/Ride
Sporting Events
Talent Show
Ticketed Event
Traditional Gala Event
Trivia Tournament
Work Event

Matched Gift

Before you start coordinating your event, check to see if your organization/employer has a matching gift program. A matching gift is a charitable gift directed to a charity by a matching donor under the condition that the original donor makes the first gift. Many organizations sponsor matching gift programs and will match any charitable contributions made by their employees.

Success Tips

Being well organized will increase your chance of success. Here are some simple steps to assist in your co-ordination:

Step 1: Choose your event idea
Step 2: Pick date/time of the event
Step 3: Develop your invitation list
Step 4: Set a fundraising goal
Step 5: Create a budget including expenses and revenue
Step 6: Create a work plan and set deadlines for tasks
Step 7: Assign team members with each task
Step 8: Promote and share your event widely

Halton Police Foundation
Third-Party Fundraising Guidelines

1. HPF embraces fundraising events that are aligned with our mission and vision. Prior approval from HPF to hold a third-party fundraising event is required. Approval is based on the type, theme and format of the event. HPF reserves the right to withhold the use of its name and logo from any event, initiative, promotion, performance or presentation that it deems inappropriate.

2. Any organization/group wishing to use the HPF name or logo on any materials, including advertising, must receive prior written approval from HPF and adhere to our Branding Guidelines.

3. To generate awareness and support for our mission we ask that event promotional materials indicate that the event is "In Support Of" HPF and is not an official HPF event. Approval of all promotional materials is required. Logo use will adhere to the HPF Brand Guidelines.

4. Taking commission, for any purpose, on funds raised as part of a third-party event is prohibited.

5. The third-party organizer is responsible for meeting all municipal/provincial or federal standards and fulfill all legal authorization(s), permit(s), license(s), precaution(s) and/or general liability insurance required to organize the event. HPF must not be party to any liability coverage.

6. The third-party event organizer will be responsible for all costs related to the event and will handle all monies until the official donation is submitted to HPF. Event expenses should be deducted before providing proceeds to HPF. HPF shall incur no costs unless otherwise agreed prior to the event or promotion.

7. The sponsoring organization/group agrees to handle all monetary transactions for the special event or promotion and to present the proceeds to HPF within 45 days of the event or as agreed in writing with HPF.

8. Involvement of HPF staff and volunteers will be at our discretion and will be based on availability, location and the nature of the event.

9. Cheques made payable to:

   Halton Police Foundation
   2485 North Service Road West
   Oakville, ON L6M 3H8

   Electronic bank transfers can also be arranged.

Tax Receipting

HPF adheres to the Canada Revenue Agency (CRA) Income Tax Act when issuing charitable tax receipts. To learn more, please visit http://cra-arc.gc.ca.

HPF will provide a tax receipt for the following:

- Direct personal donations of $25 or over
- Direct Gifts of shares
- Direct Bequests
- Direct Life insurance premiums
- Direct Monthly donations

Frequently Asked Questions

Will HPF help organize the event?
We will provide consultation support when possible. We've created this *Third-Party Fundraising Event Toolkit* to help you start planning your event.

Is HPF able to support any third-party event expenses?
It is the responsibility of the event organizers to create a budget and manage it accordingly for all expenses. We cannot assist with expenses.

Can HPF provide volunteers for a third-party event?
It is the responsibility of the event organizers to recruit, train and manage all volunteers.

Who is responsible for all liability and legal risks associated with my event?
HPF will not be responsible for any damage or accidents to any persons or property. HPF will not assume any legal or financial liability caused before, during or after the event. Depending upon the nature of the event, the organizer may be required by HPF to submit proof of general liability insurance in the amount of $1,000,000 or such other amount which covers any damage or accidents to persons or property arising out of the third-party event.

Will HPF help promote third party events?
Yes, we may assist with event promotion through our website and social media channels. However, this is dependent upon the nature of the event. Promotion of the event is the responsibility of the event organizers. All publicity for the proposed event should be approved by HPF prior to being printed and/or released, including web content, social media content, press releases, and printed materials.

How do I send the proceeds of my event to HPF?
Funds raised by a third-party event should be made payable and submitted to HPF no later than 45 days after the event. It is preferred that all funds raised are deposited into one account and a cumulative cheque written to **Halton Police Foundation**. Electronic bank transfers can also be arranged.

Can I use the HPF logo and how do I get it?
Depending on the nature of the event, and as outlined in 1. and 2. on page 4, it is possible to use the HPF logo. If approved for use, HPF Branding Guidelines will be emailed to you.

Third-Party Fundraising Event Form

Event Name: _____

Date:_____Time: _____

Location (Address/City): _____

Contact Name:_____Contact Phone: _____

Contact Address:_____Postal Code: _____

Contact Email: _____

Fundraising Goal: _____ Expected Number of Attendees: _____

Description of Event: _____

_____

_____

_____

_____

_____

_____

Would you like permission to use the HPF logo on your event promotional materials (circle one)?
Yes/No; the wording 'In Support Of' must always accompany the HPF logo.

ACKNOWLEDGMENTS

I acknowledge that HPF reserves the right to withdraw its name from the event at any time.
I acknowledge that I have read and understand the information contained in the HPF Third-Party Fundraising Event Toolkit and Guidelines and will adhere to all HPF Fundraising Guidelines.

_____	_____	_____
Applicant Name	Applicant Signature	Date
_____	_____	_____
HPF Employee Name	HPF Employee Signature	Date

Please return this form to info@haltonpolicefoundation.ca.