

THIRD PARTY FUNDRAISING POLICY

Policy

The Archway Society for Domestic Peace will encourage and support Third Party Fundraising Events.

Definitions

A Third Party Fundraising Event is a company, organization, group or individual that hosts an event of which all or partial proceeds will benefit the Archway Society.

Background for Policy

Archway Society provides a continuum of support programs for women and children affected by domestic violence. Third Party Fundraising Events help us to maintain and/or enhance our services. This policy has been developed in accordance with Canada Revenue (CRA) Regulations and will assist Third Party individuals or groups in raising funds for the Archway Society.

Criteria

Third Party Fundraising Events for Archway Society will:

- Be consistent with the Mission, Vision and Values of Archway Society
- Provide a positive presentation and increased public awareness of Archway Society
- Provide a financial net gain to the Archway Society operation
- Be pre-approved by the Executive Director, or designate, of Archway Society

Third Party Fundraising Events for Archway Society will not:

- Be based on raising money on commission
- Encourage or involve behaviour that is contrary to Archway Society's Mission, Vision and Values
- Involve the promotion or support of a political party or candidate or (appear to) endorse a political activity
- Utilize direct solicitation, including, but not limited to, door-to-door canvassing, telemarketing or broad-based internet broadcasting
- Conflict with Archway Society's fundraising commitments
- Require involvement of Archway Society staff

Archway Society reserves the right to:

- Refuse involvement and the use of it's name and logo in events that do not meet Archway Society's approval
- Relinquish support of events that does not abide by the Third Party Fundraising Policy, including criteria and procedures set out
- Retain discretion to designate funds to specific programs and/or projects

Procedures

Evaluation:

Archway Society will evaluate Third Party Fundraising Events based on a completed Third Party Fundraising Event Application form. Please note that the application submission should be done at least four (4) weeks prior to the start of the event. Requests later than this timeline will be considered depending on timeline and size of event.

Archway Society Support:

For pre-approved events and upon request, Archway Society will:

- Provide a letter of support to validate event's authenticity
- Provide written consent for the use of our name and logo
- Provide our promotional materials (such as brochures, banners, etc.)
- Publicize the event on our website and social media
- Issue charitable tax receipts for donations of \$10 or more according to CRA Regulations if the donor's full name, mailing address and method of payment is provided to Archway Society (see www.cra-arc.gc.ca/chrts-gvng/dnrs/rcpts/menu-eng.html)
- Provide event day volunteers, if possible
- Provide staff to attend the event and/or cheque presentations, if possible

Third Party Responsibilities:

For pre-approved events, the Third Party Organizer will be 100% responsible for:

- The costs for the event, including advertising, venue, food, prizes, etc.
- Soliciting or providing event prizes, with express written permission from Archway Society
- Ticket sales and sponsorships
- Any licenses or insurance required by law for the event
- Keeping record of revenues and expenses of the event
- Adhering with all legislative requirements to protect privacy

The Third Party Organizer may also:

- Provide written results or photos of the event for Archway Society publications, if possible