

## Medicine Hat Women's Shelter Society (MHWSS) Third Party Fundraising Application and Guidelines

Thank you for your interest in hosting an event to benefit the MHWSS! The Medicine Hat Women's Shelter Society supports families and individuals who are experiencing family violence by providing them with safe shelter, education and access to community resources. By choosing us as the beneficiary for your fundraising event, you are helping us move forward in that mission. Please make sure that you read, complete and return this contract as soon as possible.

### Please Complete:

1. Organization/Group/Individual Name: \_\_\_\_\_

2. Event Coordinator Contact Information:

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

3. Event Details:

Description of Event and fundraising components: \_\_\_\_\_  
\_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Location: \_\_\_\_\_

How will funds be raised at this event? \_\_\_\_\_  
\_\_\_\_\_

How do you plan to promote the event? \_\_\_\_\_  
\_\_\_\_\_

What is your fundraising goal for the event? \_\_\_\_\_

4. Which of the following items can the MHWSS provide to help make your event a success?

- Event planning advice
- Provide electronic copy of MHWSS logo in \_\_\_\_\_ format (ie. jpg, eps, gif, etc)
- Brochures and other marketing materials
- Social Media Promotion
- Cash Donation Boxes
- Tax receipts (for eligible donations)

- Providing volunteer support and assistance (when available)
- Attendance of a MHWSS representative (when available)

*Please note that the MHWSS cannot provide mailing lists, funding or reimbursement for expenses, application for gaming or liquor licenses, prizes, auction items or tax receipts for ineligible donations. The MHWSS cannot guarantee that volunteer assistance or attendance from an MHWSS representative will be available, but if so MHWSS representatives should be able to attend without any cost.*

#### 5. Terms and Conditions

- I agree that the MHWSS name and logo are important symbols which should not be misrepresented in the community and should only be used legally and ethically. Prior to publicizing or holding the event the MHWSS must approve the use of their name and logo.
- The third party is responsible for communicating to sponsors, participants and the general public that the MHWSS is not conducting the event, but is to benefit from the event.
- The MHWSS assumes no legal responsibility or financial liability associated with this event, and the third party event organizer is responsible for obtaining all permits, insurance and licenses associated with the event. The MHWSS will not absorb any costs associated with a Third Party fundraising event.
- The MHWSS cannot be held liable for any risk or injury, or other damages in conjunction with this event.
- The MHWSS is a registered charity; therefore, all donors may receive a tax receipt which will be issued in accordance to Canada Revenue Agency guidelines. Please ensure that proceeds of the event and individual donor details such as name, mailing or email address and donation amount are forwarded to the MHWSS within 2 weeks of the fundraising event.
- The MHWSS reserves the right at any time to withdraw its support of the event and the use of the MHWSS name and logo should the event undermine the MHWSS mission, values and established policies.

By signing below, I verify that all the information I have provided above is accurate and I agree to the Terms and Conditions.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please submit the completed Third Party Agreement form with any attachments to:**

By Email: info@mhws.ca

By Fax: 403.526.0209

By Mail: Medicine Hat Women's Shelter Society, PO BOX 2500, Medicine Hat, AB, T1A 8G8

For questions or further inquiries, please email info@mhws.ca or phone 403.527.8223.

**Thank you for helping us work towards ending family violence!**