



THIRD PARTY EVENT PROPOSAL FORM

CONTACT INFORMATION

Individual or Organization planning this event: _____

Contact Name(s): _____

Mailing Address: _____

City: _____ Province: _____ Postal Code _____

Phone: (_____) _____ - _____ Email: _____

EVENT DESCRIPTION

Name of the proposed event: _____

Brief Description of the proposed event:

Event Date: _____

Event Start Time: _____ Event End Time: _____

Event location & address: _____

Will this be an annual event? YES NO Has this event taken place before? YES NO

How many people do you anticipate will attend the event? _____

How will funds be raised (ticket sales, raffles, pledges, etc.)? _____

Would you like the funds raised to be used for the Boys and Girls Club of Ottawa's highest priority needs or designated to a specific program or area within the BGCO?

EVENT BUDGET

Gross revenue projections: \$ _____

Expected event expenses: \$ _____

Charitable amount expected to be raised: \$ _____

EVENT PROMOTION, LICENSES & TAX RECEIPTS

The Boys and Girls Club of Ottawa receives many questions about charitable receipts and receipting. It is essential that all matters pertaining to charitable receipting are handled correctly and, most important, legally, following all Canada Revenue Agency guidelines.

Will your event require charitable tax receipts? YES NO

How do you plan on promoting the event?

Brochures/Flyers

Newsletters

Personal Network

Print Ads

Radio Ads

Social Media (Facebook/Twitter)

TV Ads

Other: _____

Do you require an electronic copy of the BGCO logo? YES NO

Would you like the BGCO to promote your event on their website and social media? YES NO

Website http:// _____

Facebook http:// _____

Twitter@ _____ Hashtag # _____

Will you require a BGCO banner for display at your event? YES NO

Would you like a BGCO representative to attend and/or speak at your event? YES NO

Where applicable, the BGCO will make every effort to provide a spokesperson to attend the third party event. Please note that there may be some circumstances due to scheduling conflicts, where a representative will not be available to attend.

Does your event require a gaming license? YES NO

(Please note that the Gaming Services Act regulates events such as Bingo, Raffles, Monte Carlos/Casinos and 50/50 draws. Community Event organizer(s) must apply for the license through the Boys and Girls Club of Ottawa as stated in the Gaming Services Act. Please allow six weeks to process applications)



BGCO THIRD PARTY EVENT POLICY

The Boys and Girls Club of Ottawa provides a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life. The BGCO invites and welcomes special events organized by the community on its behalf.

The organization/individual(s) organizing the event agree to:

1. Submit for approval the event proposal form which includes a detailed description of the event plans, budget and resources required.
2. Submit for approval any promotional materials using the BGCO logo and/or name
3. Maintain a positive and professional image at all stages of the event process and give the BGCO positive exposure and increased awareness
4. Proceed in a proper manner as proposed and agreed upon in the initial approved concept and event plan.
5. Use its own mailing list for the event
 - **NOTE:** New CASL (Canadian Anti Spam Legislation) requirement as of July 1, 2014 – You are able to solicit donations from anyone you would like but in order to remain CASL compliant, you are unable to solicit participants, volunteers, sponsors and many other people by email unless you have an existing relationship with those people. Not sure who to email? Contact us and we can clarify.
6. Ensure proceeds are directed to the Boys and Girls Club of Ottawa, to be submitted within 30 days of the event.
7. Preserve and ensure members rights to privacy. Any information/inquiries regarding any BGCO member or staff member must be directed to the Boys and Girls Club of Ottawa. The BGCO will coordinate member, staff or facility photographs, and member or staff interviews and so on.
8. All media requests /interest regarding the BGCO and its involvement must be communicated to the BGCO. The BGCO will deal with all aspects of media inquiry and organization.
9. Provide the BGCO with a week's notice if the event is cancelled.

The Boys and Girls Club of Ottawa agrees to:

1. Provide community event organizers with appropriate promotion on its website and on social media (Twitter/Facebook).
2. Where appropriate and available, the BGCO will provide a banner for display at the event.
3. Where applicable, the BGCO will make every effort to provide a spokesperson to attend the third party event. Please note that there may be some circumstances due to scheduling conflicts, where a representative will not be available to attend.

Liability

1. The BGCO will not assume any legal and/or financial liability associated with your event.
2. The BGCO will not cover insurance for third party events held on behalf of the BGCO.
3. The BGCO will not be named in, or sign contracts on behalf of the event organizer(s) nor will a contract be signed or obligations be made on behalf of the BGCO without the BGCO's approval and written consent. All contracts should be viewed by the BGCO before being signed.
4. The Boys and Girls Club of Ottawa reserves the right to refuse participation in any third party fundraiser/event that it may find:
 - Inappropriate in its mission and direction
 - Conflicts with other planned future events or current events underway
 - Unable to provide required resources or personnel

5. The BGCO reserves the right to determine the use of its logo on all event promotional material, including such items as flyers, posters, promotion on websites, T-Shirts and so on.
6. The BGCO reserves the right to audit the financial records of any event if necessary to ensure compliance with Canada Revenue Agency regulations.
7. Any events held for the BGCO involving licenses and fees must conform to government regulations. The BGCO will not fill out applications for license/permits the event may require but will assist in the coordination. Organizer(s) are required to provide copies of licenses and/or permits upon request.
8. Any sporting events require all participants to sign a waiver form waving any physical, personal, and or financial liability

Name of applicant: _____

Signature: _____ Date: _____

Please complete, sign and return the event proposal form to the address below. Acknowledgement of your application will be forwarded to you within 10 business days.

The Boys and Girls Club of Ottawa
Attention: Virgilia Partridge, Special Events Officer
2825 Dumaourier Avenue
Ottawa, ON K2B 7W3
T 613.232.0925 ext.222
vpartridge@bgcottawa.org

Thank you for your support!

Charitable Registration # 118814565 RR0001

For BGCO office use only

Approved by: _____ Date: _____