



PHOENIX THIRD PARTY EVENT TOOL KIT

INTRODUCTION

Thank you for choosing Phoenix as the benefactor for the proceeds of your special event! Phoenix relies on the willingness of many individuals and organizations that generously initiate fundraising events and activities to raise money in support of our programs and services. To help you with your fundraising endeavors we have designed this toolkit to provide some helpful tips and information you will need when fundraising for Phoenix.

At Phoenix we want to make sure that you have as much help as possible with your fundraising event so it is important that both Phoenix and the event organizer have a clear understanding of the requirements and expectations early in the planning stages. Phoenix will assess the event based on the information provided and determine what assistance is available for your event.

THIRD PARTY EVENT

A Third Party event can be defined as any fundraising initiative brought forward by an individual(s), community groups, service club, or business external to Phoenix who wish to raise money through a planned activity that is designed, managed and financially resourced by the external participants.

Third Party organizations interested in donating proceeds from their events are asked to read the [Third Party Fundraising Agreement](#) and initial where indicated and sign as having accepted them.

WHAT CAN PHOENIX DO TO HELP?

To help ensure a successful event, Phoenix can provide and assist with the following:

- Phoenix staff member or volunteer to attend the event and/or cheque presentation;
- Upon request, a letter of support can be written to validate your support of Phoenix;
- When appropriate, provide a link on the Phoenix website promoting the event;
- If a donation meets the Canada Revenue Agency criteria for charitable receipting, Phoenix can issue tax receipts for amounts greater than \$10.00. (Full name and mailing address must be provided for us to do so);
- Brochures and marketing materials if requested (logo, PowerPoint template, etc)
- Phoenix will provide the sponsoring organization/group with appropriate recognition in our annual donor report.

WHAT PHOENIX IS UNABLE TO DO FOR YOU

- The provision of funding or reimbursement for event expenses
- Due to privacy regulations, we are unable to share our donor mailing list

PHOENIX THIRD PARTY FUNDRAISING GUIDELINES & AGREEMENT

Thank you for helping Phoenix youth by holding a fundraiser with net proceeds or a portion thereof being donated to support at-risk and homeless youth in our community. Please read the information and place your initials where indicated. We want help and assist wherever and however we can, so please keep in touch and don't hesitate to call the Fund Development Office with any questions – 422-3105.

1. Phoenix shall not incur any expenses nor be expected to provide any funds for a third party event. Such events must be self-sustaining. _____ Initials
2. Final approval must be received from Phoenix in order to utilize the Phoenix logo in promotional materials and websites. _____ Initials
3. If you would like to have a Phoenix representative at your event please indicate this in your request to allow ample time for scheduling. _____ Initials
4. Phoenix will not be responsible for any damages or injuries as a result of the event. _____ Initials
5. Phoenix will not be responsible for any financial loss and maintains the right to withdraw support of an event that does not meet approved guidelines. _____ Initials
6. We reserve the right to deny any application for fundraising events that do not complement the mission of, or project a positive image of, Phoenix and its programs & service (ie: Tobacco and alcohol sponsorship). _____ Initials
7. The organization/group is responsible for obtaining appropriate licenses (ie. NS Gaming & Lottery contact for 50/50 draws) _____ Initials.

Declaration

Acceptance of the above Guidelines

I have read, understand, and agree to abide by the preceding guidelines for special events in support of Phoenix.

Name: _____ Position: _____

Signature: _____ Date: _____

EVENT INFORMATION



For questions please call Carol Anne @ 902-405-3068 or email:

calittle@phoenixyouth.ca / www.phoenixyouth.ca / fax:422-7656

Date:

Event Information

Name of Event:

Date of Event:

Time of Event:

Location of Event:

Type of Event:

Contact Information:

Name of Organizer:

Contact Name:

Phone:

Mobile:

E-mail address:

Mailing address:

Additional Information:

Why did you decide to support Phoenix?

Brief Description of Event:

Briefly describe how you will promote your event and if you would like help from Phoenix (items requested may include: logo, PowerPoint, video, marketing materials, website linkage, newsletter advertising, etc.)

Signature:

Date: