



YWCA NIAGARA REGION
Hope for Homeless Women and their Families since 1927

Guidelines for Third Party Events

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EFFECTIVE DATE:
July 19, 2011

REVISED DATE: February, 2014

APPROVED BY:
YWCA Niagara Region Executive Director and Board of Directors: date

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About YWCA Niagara Region

Vision: The YWCA is a leader in the Niagara Region providing awareness through education and advocacy to raise the equality of women and the visibility of issues in our community.

Mission: The YWCA Niagara Region is part of a national worldwide movement that is passionate about empowering women and their families by providing safe and supportive housing and programs creating opportunity for all women to reach their full potential.

The YWCA's revenue is generated primarily through monetary and awareness campaigns as well as in-kind services, resulting in donations throughout the year. However, we are both dependent and grateful to the many people and organizations who support the YWCA through third party special events...we *could not exist without them*. The following outlines the terms and conditions under which such events may be organized through YWCA Niagara Region.

Definition of Special Event

A Special Event is a function held to raise awareness and donations for an organization or charity. In order to ensure success of an event, we realize a great deal of time and effort is required. We ask that events held on behalf of YWCA Niagara Region, follow these guidelines to not only ensure success, but also in keeping with the YWCA vision and mission.

Preparing for an Event

When choosing a fundraiser, please keep in mind a non-conflicting event date, required prep-time, the availability as well as the accessibility of a location, and sufficient volunteers.

Use of logo or name

Where the YWCA Niagara Region is to receive proceeds of an event, camera-ready artwork for the YWCA logo is available upon request. Depending on the size of the event, we will also provide you with a United Way logo.

Proceeds

Stating exactly how much will be donated, either in a percentage or specific dollar amount, ensures the event is transparent in regards to funds i.e. 10 per cent of the proceeds or \$1 from every sale.

Licensing

Please ensure that all licensing complies with all applicable laws. Please see page 4.

Consent Forms

Although the YWCA believes that media coverage, including newspaper or other publications, radio and television is beneficial, both for people accessing our programs and the program itself, it is essential that we be respectful and mindful of privacy. Please see page 5.

Tax Receipts

YWCA Niagara Region strictly follows guidelines for issuing tax receipts as outlined by the Canada Revenue Agency (CRA).

Donations of money or material e.g. doors prizes, printing, etc., may be eligible for tax receipts as outlined by CRA guidelines as indicated above. The receipting of a gift will be at the discretion of YWCA Niagara Region. Monetary donations of \$10 or more are eligible for a tax receipt and we can provide you with necessary forms for efficiency and ease.

Liability Insurance

Where applicable, we appreciate that the organizers of any event will provide comprehensive public liability insurance. YWCA Niagara Region accepts no legal or financial responsibilities for events held on their behalf.

YWCA Niagara Region's Role

Due to the limited amount of staff, YWCA Niagara Region is limited in the amount of assistance it can provide for a third party event. Your management of the event allows YWCA Niagara Region staff to continue their assigned work.

YWCA Niagara Region can...

- Provide advice and expertise on event planning
- Promote your event to YWCA Niagara Region staff and the community through our regular advertising venues i.e. website, internal communications. We can provide you with media contacts and prepare media releases for the newspapers, radio stations and TV Cogeco, to be used at their discretion. We are available for interviews.
- Set up website to enable collection of web based fundraising

YWCA Niagara Region is **unable** to...

- Cover any costs related to the event, including the cost of the ticket of admission for the YWCA Niagara Region representative.
- Guarantee volunteer, board or staff attendance at the event.
- Share any of our donor lists.



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Please fill out and return the following:

Date _____

Name of Organization, Business or Individual _____

Contact Person(s) _____

Address _____

City and Postal Code _____ Phone _____ Fax _____

E-mail _____ Web-site _____

Event _____

Location _____

Date _____

Special

Requests _____

Thank You for consideration and for your support.



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Required Licensing Procedures for Events

Gaming Licenses:

- Licenses must be obtained for all raffles, 50/50 draws and draws of chance prior to the printing or selling of any tickets. Several pieces of information are required to appear on the ticket and a sample of the ticket must be provided with the application to the issuing Municipality. The information required is as follows:
 - name of the organization holding the draw
 - charity receiving the proceeds if different from the above
 - number of tickets that will be printed
 - cost of each ticket and if there is a discount for multiple tickets, i.e. \$2 each or 3/\$5
 - date of the draw
 - location of the draw
 - time of the draw
 - prizes available to be won along with the value of each
 - license number issued by the appropriate Municipality
 - Name of the printing company, if applicable.
- Licenses and permission must be secured from the appropriate municipal office within Niagara.
- A license must be obtained and held by the charity benefiting from the proceeds of an event. An individual or business cannot hold a lottery license. Licenses can take four to six weeks to be approved.
- Strict regulations are involved with licensing and must be followed exactly in order to maintain the YWCA Niagara Region's charitable status.

Liquor Licenses:

- A liquor license must be obtained from the LCBO (Liquor Control Board of Ontario) if the hall where the event is being held is NOT running the bar.
- The liquor license must be obtained and held by the person(s) holding the event.
- The LCBO application must be submitted at least 30 days prior to the event.
- A letter from YWCA Niagara Region must accompany an application for a third party event liquor license acknowledging the event.
- Strict regulations are included in a liquor license and must be followed precisely.



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CONSENT WITH REGARD TO PUBLICITY

NAME: _____
(Participant)

The YWCA Niagara Region requests the consent for (participant) _____ picture to appear in forms of publicity arranged by the YWCA Niagara Region for internal publications and general media.

The YWCA believes that media coverage, including newspaper or other publications, radio and television is beneficial, both for people accessing our programs and the program itself, since the program depends on the community for volunteer and financial support. The YWCA feels that it is essential that the community be kept informed of the supports being offered and the continuing need for assistance.

The YWCA believes that publicity describing the work of the programs, including pictures and videotape of the people accessing services, promotes the acceptance and understanding of our programs and also people with special needs. We believe that publicity promotes effective communication within the program and to promote a sense of community and also develop morale and spirit among staff and participants.

I hereby give my full consent to the appearance of (participant) _____ in any publication arranged for you by the YWCA Niagara Region.

Signature of Participant or Parent/Guardian

Date

Revised September 2014