



Habitat for Humanity Greater Toronto Area Third Party Fundraising Agreement

Thank you for supporting Habitat for Humanity Greater Toronto Area (HFHGTA). We want your fundraising activity to be successful and we will do what we can to make that happen, including:

- Offer advice on event planning;
- Provide resources such as the Habitat for Humanity corporate messaging and/or Habitat for Humanity logo, brochures, speakers, etc.;
- Provide a letter of authorization to validate the authenticity of the event or promotion as fundraiser for Habitat for Humanity Greater Toronto Area;
- Assist you in designating your contribution to a specific area of Habitat for Humanity Greater Toronto Area or Habitat for Humanity International; and,
- Provide charitable tax receipts to donors who make a minimum \$20.00 tax-deductible donation through Habitat for Humanity Greater Toronto Area. Please record donations on a HFHGTA donation form.

Guidelines

Please submit a third party application no less than two weeks prior to the proposed fundraising activity. Approval will be granted on a per event/promotion basis. Applicants must reapply annually for approval. We review the application to make sure that the fundraising activity complements the mission of Habitat and enhances the current, positive image.

Permission must be given by HFHGTA to use our name/logo in conjunction with your event or promotion. Once approved and if appropriate, HFHGTA will provide a copy of our logo via e-mail upon request. HFHGTA must approve all advertising, marketing, and/or publicity that are intended for an external or public audience prior to distribution. Copies of your external public promotional materials should be submitted to sally.ding@habitatgta.ca, or faxed to 416-916-2333 Attn: Sally Ding.

The event or promotion name must be followed by "In support of", or "Proceeds to" followed by the HFHGTA logo or Habitat for Humanity Greater Toronto Area. Publicity may not imply that the event is sponsored or co-sponsored by HFHGTA, or that HFHGTA is involved as anything but as the beneficiary.

The public should be informed how HFHGTA will benefit from the event or promotion. If HFHGTA will not receive all of the proceeds, then the wording must clearly reflect that HFHGTA is not the sole beneficiary.



HFHGTA must be notified if another organization will benefit from this event.

According to the Toronto Gaming Commission, only non-profit organizations may receive a license for conducting a raffle. Licenses are required for all raffles. As such, a third party cannot conduct a raffle on behalf of HFHGTA. However, a third party may wish to conduct a “promotional draw” with a suggested donation amount. In this case, should someone request a free draw/raffle ticket, you would have to provide it (99% of people will pay).

HFHGTA and all related entities are not liable for any injuries sustained by event volunteers or participants related to an event benefiting HFHGTA, and cannot assume any type of liability for your event.

HFHGTA does not have the resources to provide staff or volunteers to support all third party fundraising events or promotions. However, there may be some areas where we can assist. Please call Sally Ding, Events Officer at (416) 755-7353 ext 256 for further information.