



## Community Partner - Event Agreement Form

**Epilepsy South Central Ontario** thanks you for your interest in hosting an independent third-party fundraising event to benefit individuals living with epilepsy in South Central Ontario. Events such as yours are important in our efforts to raise funds and awareness about epilepsy within our communities.

We ask you to complete this form as we want to ensure that we have enough information to be able to approve, support and promote your event. We also want to make sure that you have an understanding of how we can assist your fundraising efforts. We look forward to working with you and again thank you for your support!

### General Information:

Contact Name:	
Company Name: (if applicable)	
Mailing Address:	
Phone:	
Email address:	
E-mail:	



## Community Partner - Event Agreement Form

### Event Description:

Name of the Event:	
Event Description:	
Inspiration for Event:	
Event Organizer:	
Organizer's Contact Information: (if different from above)	Telephone Number:
Date & Time of Event:	Email Address:
Location of Event ( Address):	
How many people are expected to attend the event?	
Is the Attendance of an Epilepsy South Central Ontario representative member (s) needed at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please describe their role how they can participate in event:
How will you promote the event?	



## Community Partner - Event Agreement Form

Do you require an e-version of our logo? If yes, please indicate the file type (ie JPEG)	
--	--

*Epilepsy South Central Ontario will promote your event on our website in the Events Calendar and on our Social Media Platforms. All uses of Epilepsy South Central Ontario logos must be reviewed and approved by our CEO and/or COO.*

**How would you like to see the donations designated?**

- |  |  |
|--|--|
| <input type="checkbox"/> Area of greatest need<br><br><input type="checkbox"/> Public awareness, education & advocacy<br><br><input type="checkbox"/> Delivering Local Client programs | <input type="checkbox"/> Youth Empowerment Program<br><br><input type="checkbox"/> Sunny Days Camp<br><br><input type="checkbox"/> Other |
|--|--|

**Budget Information:** (please attach details)

Please list all revenue and expenses even if you expect them to be donated.

Expenses	\$	Revenues	\$
Venue		Ticket Sales/Entry Fees	
Food/Beverage		Food/Beverage Sales	
Printing (tickets, posters etc.		Auctions (live silent)	
Advertising		Donations	
Prizes		Other (Describe)	
Other			
<b>Total Expenses</b>		<b>Total Revenues</b>	

## Community Partner - Event Agreement Form

Please know we are very grateful for your willingness to support Epilepsy South Central Ontario through your fundraising events. It truly makes a difference. To support you and avoid any misunderstandings, we ask that you take a few minutes to review the terms and conditions below. If you have any questions, please contact our COO.

### Terms and Conditions:

- 1) Fundraising activities must be legal and ethical, i.e. the public perception of the activity must not be injurious to Epilepsy South Central Ontario. Epilepsy South Central Ontario prohibits the following activities in any of our fundraising activities including any fundraising activities associated with third-party events for the benefit of Epilepsy South Central Ontario:
  - a) Programs that raise money on commission;
  - b) Events involving the promotion or support of a political party or candidate, or those which appear to endorse a political activity; and
  - c) Direct solicitation (including but not limited to door-to-door canvassing, telemarketing or internet).
- 2) All events supporting Epilepsy South Central Ontario must have an accompanying Community Partnership Events Agreement submitted, and will require approval to proceed, based on appropriateness of events, and compatibility with our mission and values.
- 3) Epilepsy South Central Ontario will be able to provide information as available about our programs and services depending on the area being supported, may have specific materials that you can give out at your event.
- 4) If requested and depending on availability, Epilepsy South Central Ontario will have one of our staff or volunteers attend your event. The sooner you can indicate if you'd like us to attend, the more likely we can schedule this. Please note that an Epilepsy South Central Ontario representative should be able to come without any additional expense – or cost. (ie will not be required to purchase a ticket to attend).
- 5) Any and all sponsorship asks should be approved by Epilepsy South Central Ontario in order to ensure that a 'double or conflicting ask' does not occur. A list of potential sponsors must be provided to Epilepsy South Central Ontario for approval prior to any approach.
- 6) Epilepsy South Central Ontario must first approve all printed materials, including flyers, posters, tickets, and press releases that include Epilepsy South Central Ontario's name and logos. This is to ensure that Epilepsy South Central Ontario's name and logo are being used in accordance with our guidelines.
- 7) The event must meet criteria set by the appropriate municipal/provincial government(s) if such criteria exist.

## Community Partner - Event Agreement Form

- 8) Community Event Organizers may be required to provide insurance certificates upon request by Epilepsy Ontario, depending on the scale and scope of the event.
- 9) All event expenses need to be covered through the event proceeds raised (e.g. sponsorship or ticket proceeds) and not through receiptable donations. Epilepsy South Central Ontario cannot provide funding or cover costs incurred by the event.
- 10) Community Event Organizers should clearly state the allocation of proceeds from the event - whether Epilepsy South Central Ontario is receiving all, or a portion only, of the monies received. This information must be made clear in all public communications about the event as required by Canada Revenue Agency guidelines.
- 11) All event proceeds being contributed to Epilepsy South Central Ontario must be received within 30 days of the event.
- 12) Epilepsy South Central Ontario will not assume any legal or financial liability or managerial responsibility for your event.

Please also note that Epilepsy South Central Ontario cannot:

- a) Provide our mailing lists/database use
- b) Pay for any supplies, mailings, costs associated with your event
- c) Sell tickets to our staff, clients or Board members
- d) Solicit sponsorships on your behalf
- e) Support any gaming /liquor license requests

### Income Tax Receipts

Epilepsy South Central Ontario's receipting policies and procedures are based on regulations from Canada Revenue Agency (CRA). We must comply with this legislation in order to maintain our charitable status; therefore, we must have full control over the issuing of tax receipts. All questions and concerns about tax receipting should be discussed before the event, to ensure conformity with CRA regulations. ***Please contact us before promising tax receipts to anyone attending or contributing to your event.***

We will be able to issue tax receipts for all straight monetary donations made payable directly to Epilepsy South Central Ontario with no benefit to the donor. Funds and donor contact information must both be received within 30 days of the event or by December 31 of the year of the event, whichever comes first, in order for Epilepsy Ontario to issue a charitable tax receipt for that tax year.

Receipts will be issued for the following tax year if the event proceeds and/or donor information are received after December 31. The receipt will be issued in the name of the person/company that the cheque or credit card is from (tax receipts cannot be transferred).



## Community Partner - Event Agreement Form

Depending on the circumstances, we may be able to issue a tax receipt for a portion of ticket prices for events. Epilepsy South Central Ontario will need to receive copies of all expenses associated with the event, as well as proof of fair market value of donated or discounted expenses to determine if there is a portion able to be receipted. **Please contact us before your event for more information.**

According to CRA, we are unable to issue tax receipts for corporate sponsorships or donated services. Please be advised that we are unable to issue tax receipts for items donated in-kind, or for auction purchases.

Please note, where we are unable to send tax receipts, we will gladly send thank you letters from Epilepsy South Central Ontario. To facilitate this process, we need your assistance in providing a listing all of the contact information as well as what they contributed.

I have read and agree to the preceding Community Events Agreement information.

---

Event Organizer Signature

Date

---

Epilepsy South Central Ontario Representative Signature & Title

Date

Please email, call or mail to:

Epilepsy South Central

Ontario

250-A Lakeshore Road East

Mississauga, Ontario L5L 4M1

T: 905-450-1900

E: [events@epilepsysco.org](mailto:events@epilepsysco.org)

Thank you for support!