

YOUTURN-YOUTH SUPPORT SERVICES - THIRD PARTY EVENT TOOLKIT

Fundraising Guidelines

1. YOUTURN encourages fundraising events that are compatible with our mission, vision and values. Prior approval to hold a third party event is required. Approval is based on the type, theme and financial viability of the event. YOUTURN reserves the right to withhold the use of its name and logo from any event, initiative, promotion, performance or presentation it feels is inappropriate.
2. To conduct a fundraising event, the third party organizer (the “Organizer”) is required to complete and submit YOUTURN’s *Third Party Event Application Form* at least thirty (30) days prior to the fundraising event.
3. Any organization/group wishing to use the YOUTURN name or logo on any materials, including advertising, must receive prior written approval from YOUTURN.
4. All promotional materials must state that the fundraising event is “in support” of YOUTURN and is not an official YOUTURN event.
5. Taking commission, for any purpose, on funds raised as part of a third party event is prohibited.
6. The Organizer is responsible for meeting all municipal/provincial or federal standards and for fulfilling all legal authorization(s), permit(s), license(s), precaution(s) and/or general liability insurance required to organize the event. YOUTURN must not be party to any liability coverage without prior knowledge and/or approval, which YOUTURN may withhold at its sole discretion. YOUTURN accepts no legal responsibility and cannot be held liable for any risk, injury or otherwise.
7. YOUTURN agrees to provide the Organizer with appropriate recognition, as mutually agreed by YOUTURN and the Organizer.
8. The Organizer will be responsible for all costs related to the event and will handle all monies until the official donation is submitted to YOUTURN. Event expenses are to be deducted before sending proceeds to YOUTURN. YOUTURN shall incur no costs related to the third party event unless otherwise agreed in writing prior to the event.
9. The Organizer agrees to handle all monetary transactions for the event and to present the net proceeds to YOUTURN within fourteen (14) days of event completion, or as may be otherwise agreed in writing with YOUTURN. Cash funds must be turned in to YOUTURN no later than three (3) days after the event.



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10. When tax receipts are requested, the Organizer is responsible for collecting the names, addresses and contact information of all donors, and is required to mail the appropriate materials to YOUTURN within 30 days of event completion.
11. YOUTURN will issue official income tax receipts in accordance with Canada Revenue Agency guidelines.
12. Involvement of YOUTURN staff and volunteers is at YOUTURN's discretion and will be based on availability, location and the nature of the event.
13. The Organizer agrees to ensure that all materials borrowed from YOUTURN are returned promptly and in the same condition they were received. The Organizer agrees to accept responsibility for damage or loss of materials borrowed from YOUTURN.
14. YOUTURN will not be responsible for mailing materials to attendees/participants or volunteers, other than the mailing of applicable tax receipts.
15. The Organizer must send to YOUTURN a complete accounting of all income and expenses associated with the event. By publicly naming YOUTURN as the beneficiary of the event, the Organizer is required to donate the net proceeds to YOUTURN within fourteen (14) days of event completion. Cash funds must be turned in to YOUTURN no later than three (3) days after the event. Cash must be in a sealed envelope, counted, with a count sheet detailing the funds included.

Cheques are to be made payable to:

Youturn-Youth Support Services
250 City Centre Avenue, Suite 303
Ottawa, Ontario
K1R 6K7

Attention: Letitia Hodge, Manager of Financial Services

Frequently Asked Questions (FAQ)

Will YOUTURN help organize events?

We simply don't have enough resources to provide direct assistance; however, we have created this *Third Party Event Toolkit* to help you start planning your event.

Is YOUTURN able to support any third party event expenses?

It is the responsibility of the Organizer to create a budget and manage it accordingly for all expenses.

Can YOUTURN provide volunteers for a third party event?

It is the responsibility of the Organizer to recruit, train and manage all volunteers.

Can YOUTURN provide sponsorship contacts to support third party events?

YOUTURN cannot solicit sponsors or provide sponsor/donor lists for third party events. It is the responsibility of the Organizer to request support from individuals or businesses to underwrite costs.

Who is responsible for all liability and legal risks associated with my event?

YOUTURN will not be responsible for any damage or accidents to any persons or property; we will not assume any legal or financial liability caused before, during or after the event. Depending upon the nature of the third party event, the Organizer may be required by YOUTURN to submit proof of general liability insurance in the amount of \$1,000,000 or such other amount which covers any damage or accidents to persons or property arising out of the third party event. In acquiring insurance for an event, it is the responsibility of the Organizer to apply and obtain such documents in the name of the individual, organization or business coordinating the event. YOUTURN will not sign any contracts with vendors or suppliers. We strongly advise the Organizer to seek guidance and direction from its own insurance broker on this subject.

Will YOUTURN help promote third party events?

Yes, we will include it in the events section of our website as well as our Facebook page. Any additional promotion is up to the Organizer. All publicity for the proposed event must be approved by YOUTURN prior to being printed and/or released, including: web content, press releases, and printed materials. Please forward all content for approval at minimum ten (10) days in advance of release to the Third Party Event Coordinator by calling Kathy Neff at 613-789-0123 ext. 227 or email kneff@youturn.ca.

How do I send the proceeds of my event to YOUTURN?

Funds raised by a third party event should be made payable and turned in to YOUTURN no later than fourteen (14) days after the event. It is preferred that all funds raised are deposited into one account and a cumulative cheque is written to YOUTURN. Cash funds must be turned in to YOUTURN no later than three (3) days after the event. Cash must be in a sealed envelope, counted, with a count sheet detailing the funds included.

Please make cheques payable to:

Youturn-Youth Support Services
250 City Centre Avenue, Suite 303
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Can I use YOUTURN logo and how do I get it?

Yes, please complete the appropriate checkbox on the *Third Party Event Application Form*, and the logo will be emailed to you.

Can YOUTURN provide print and promotional/display materials?

Regrettably, our budget doesn't have room to provide this type of assistance; however, depending on the timing and location of the event, we may be able to provide a self-standing banner. Please send all banner requests a minimum of ten (10) days prior to the event by email to Kathy Neff, the YOUTURN's Executive Director at kneff@youturn.ca

Do I need any licenses to host an event?

YOUTURN is not able to assist with obtaining any licenses that may be required, including raffle and/or liquor licenses. All licensing requirements are the responsibility of the Organizer. Proof of adequate licensing may be requested by YOUTURN prior to the event.

Will I have access to YOUTURN's media contacts?

It is the responsibility of the Organizer to promote their own events.

If I have a silent auction at my event, how do I get items for the auction?

It is the responsibility of the Organizer to solicit for prizes to support the event. We can provide a letter from YOUTURN authenticating the event in support of solicitation efforts. Please email all requests for authentication letters to Kathy Neff, the YOUTURN's Executive Director at kneff@youturn.ca.

Ways to build live and/or silent auctions include:

- 1) Donated Items - Create an ask letter to send to various companies requesting items for your auction that is in support of YOUTURN.
- 2) Auction Houses – There are companies that build inventories of items for silent/live auctions, such as sports memorabilia, music collectables, etc. You are typically only required to pay for items that sell, and can return any items that don't. Reminder: Set minimum bids for these items to ensure that you are selling them for more than you are paying for them.
- 3) Purchased – You always have the option of purchasing items for the auction; however, the cost of these items is the Organizer's responsibility.

What will YOUTURN provide a tax receipt for?

YOUTURN adheres to the Canada Revenue Agency (CRA) Income Tax Act when issuing charitable tax receipts. To learn more about charitable tax receipts, please visit <http://cra-arc.gc.ca>. Issuing inappropriate charitable tax receipts can put YOUTURN's charitable status in jeopardy.

YOUTURN will provide a tax receipt for the following:

- Direct personal or corporate donations of \$20 or over (unless otherwise requested by the donor)
- In-kind donations where fair market value is easily determined:
 - Tickets (sporting events, theatre, ballet, etc.), where the value is either noted on the ticket or a payment receipt is provided.
 - Air miles or payment of flights (proof of payment must be provided)
- Gifts of artwork, provided the artwork has been appraised by a third party appraiser and the appraisal is included with the donation
- Gifts of shares
- Bequests and/or life insurance premiums
- Monthly donations

YOUTURN cannot provide a tax receipt for the following:

- Gifts of promises or pledges (for example, gift certificates donated by the issuer, hotel accommodation)
- Payment of basic fee for an event
- Gifts where the value or benefit of the donation cannot be determined
- Lottery or raffle tickets
- Donations of services (time, skills, or efforts) or loans of property, use of a timeshare or lease of premises, with the exception of situations where a 'cheque exchange' takes place.
- Funds or gifts in kind from another qualified donor (gifts from other registered charities, or non-profit organizations)
- Name of true donor(s) cannot be determined (for example, bottle collection from several parties, donation bins, etc.) – one person cannot benefit from gifts made by multiple donors
- Gift is directed to a specific person or family, unless YOUTURN has already decided that person or family is the recipient of the charitable program and YOUTURN has full discretion to reallocate funds, and the person or family is arms-length from the donor
- Rent-free space
- Court-ordered donations (donations made as a condition of parole)
- Gifts intended for another organization
- Donations of items for auction (unless pre-approved by YOUTURN)
- Sponsorships



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Third Party Event Application Form

Event Name: _____

Date: _____ Time: _____

Location (Address/Facility/City): _____

Contact Name: _____ Contact Phone: _____

Contact Address: _____ Postal Code: _____

Contact Email: _____

Fundraising Goal: _____ Expected Number of Attendees: _____

Description: _____

Would you like a YOUTURN representative to attend the event (circle one)? Yes / No

If yes, what involvement will they have? Please note this is subject to availability.

- Speech
- Cheque Presentation
- Press Conference
- Other: _____

Additional details: _____

Would you like to use the YOUTURN logo on your event promotional material (circle one)? If Yes, it will be emailed to you at the above email address: Yes / No

ACKNOWLEDGMENTS

I acknowledge that YOUTURN reserves the right to withdraw its name from the above-described event at any time. I acknowledge that I have read and understand all of the information contained in YOUTURN's Third Party Event Toolkit and will adhere to all of the guidelines as stated.

Applicant Name	Applicant Signature	Date
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YOUTURN Staff Name	YOUTURN Staff Signature	Date
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Return form by email or fax to: Kathy Neff, Executive Director
Youturn-Youth Support Services
303-250 City Centre Avenue, Ottawa, ON K1R 6K7

Email: kneff@youturn.ca
Fax: 613-789-1350