



Third Party Fundraising Policies and Procedures

Thank you for your interest in planning an event to benefit iHuman Youth Society! We are deeply grateful for the generous support of our friends in the community who share our commitment to helping vulnerable youth. We are pleased to be the beneficiary of financial support as a result of Third-Party Special Events or projects by generous individuals, groups and organizations.

This document provides you with tips and guidelines to ensure your event is carried out appropriately and safely. Each application will be carefully reviewed and evaluated for viability and appropriateness with iHuman Youth Society's goals and objectives.

How we can help

iHuman Youth Society's ability to offer services for third-party fundraising events is limited by staff size and internal obligations. We are however able to provide the following:

- A letter of authorization to validate the authenticity of the fundraising event.
- Informational brochures or fact sheets about our programs and services.
- Attendance at the event to receive proceeds by a member of our staff, based on availability.
- Use of our logo and name upon review and approval of event and materials.
- Written tax receipts to donors who make checks payable to iHuman Youth Society.

Policies and Procedures

For purposes of these Policies and Procedures, "you" means the organization, group or individual sponsoring or holding the event. "We," "us" and "our" mean iHuman Youth Society.

--. Events should complement the mission and image of iHuman Youth Society. Companies that conflict with our mission or values may not be sponsors. We discourage sponsorship by tobacco, alcohol and firearms companies or other companies with products that do not support the health and well-being of youth and children. Should your event involve these organizations, please contact us for discussion.

--. You must obtain your own liability insurance to cover the event. (iHuman Youth Society will not insure your event and requires that you obtain all insurance, including premises liability and worker's compensation. iHuman Youth Society will not assume any legal or financial liability associated with your event, nor will we indemnify you or any party involved in your event for any damage, expense or other costs arising or in any manner related to your event. iHuman Youth Society and all related entities are not liable for any injuries sustained by event volunteers or participants related to your event and cannot assume any type of liability for your event.

--. You are responsible for obtaining all permits and licenses, especially those for raffles or games of chance. Because the AGLC controls all charitable gaming activities, if your event includes a bingo, raffle, 50/50 draw and/or casino type games and activities, you must acquire the proper permit/license and abide by all rules and regulations pertaining to such gaming activity. iHuman Youth Society will not take out liquor licenses for third-party events.

--. You agree that you will comply with all federal, provincial and/or municipal charitable solicitations statutes and/or ordinances that may apply to your event.

--. Events must comply with all federal, provincial and local laws governing charitable fundraising and gift reporting. All tax-receipting issues must be agreed upon and documented before our approval is given. iHuman Youth Society may issue tax receipts only for checks made out to iHuman Youth Society. If your donors send their contributions directly to us, you must inform us of the value of any goods or services the donor received in return for the contribution. We will issue tax substantiation receipts for in-kind donations or event sponsorship agreements if you provide complete information for all applicable donors.

--. Your organization cannot state or imply that it is an agent, subsidiary or partner, nor that it holds any other business relationship with iHuman Youth Society

--. You agree that you will not use our tax exemption in any manner or as part of the promotion of your event, nor will you represent to the public that you enjoy any tax exempt rights or privileges as a result of your role in the event (unless you have separate tax exempt status), nor will you state that any portion of the purchase price for any goods or services at the event is tax deductible for charitable purposes.

--. iHuman Youth Society must be notified in writing if there are any significant changes to the event once it has been approved. If circumstances warrant, we may at any time direct you to cancel the event. You must agree to cancel the event, if so directed, and further agree to release iHuman Youth Society and its officers, directors, employees and volunteers from any and all liability in connection with any such action.

--. We reserve the right to observe your event.

--. We may receive funds from other similar promotions. Our acceptance of your application creates no exclusive rights for you.

--. If iHuman Youth Society is not the sole beneficiary of your event, we would appreciate knowing the other recipients.

--. In order to provide your donors with important information concerning their contribution, we ask that all promotional materials clearly state the percentage of proceeds (from gross or net proceeds) and/or the portion of the ticket price that will benefit iHuman Youth Society.

--. Because iHuman Youth Society is not sponsoring your event, we cannot have event revenues and expenses flow through our organization's books. Only the net amount (final net proceeds from the event) should be processed by us. Proceeds should be sent to iHuman Youth Society no later than 30 days following the event and should be mailed to our address

--. You may not set up a temporary bank account in iHuman Youth Society's name.
--. You may not keep any portion of the proceeds as profit or compensation for organizing the event.

--. Applications must be completed and submitted to iHuman Youth Society no less than 30 days prior to the proposed fundraising event.

--. Approval for the event is specific to dates and times listed on your event application. If you would like to repeat the event, you must submit a new application.

--. You may not use iHuman Youth Society's name or logo or otherwise indicate to the public that an event is being for the benefit of iHuman Youth Society without the prior express written consent of an authorized representative of iHuman. You may not make public announcements or promote the event until you receive written approval of your third-party fundraiser application from us.

--. You may not use the iHuman Youth Society logo without our approval. Our official logo should be appropriately used for your event and may not be altered in any way. Any use of the logo must adhere to established graphic standards, which we will provide.

--. Publicity for your event may not imply that the event is sponsored or co-sponsored by iHuman Youth Society or that we are involved as anything but the beneficiary. We may be identified only as iHuman Youth Society For example, you may not call an event "The iHuman Youth Society's Walk-a-Thon." Your event should be promoted as "The Walk-a-Thon to benefit iHuman Youth Society."

--. We must review and approve in all promotional materials including, but not limited to, advertising, letters, brochures, flyers and press releases prior to production or distribution. Proposed materials should be submitted to our Executive Director via email at Catherine@ihuman.org or by mail to our address

--. We have made a commitment to our staff and donors that we do not sell or provide others with our donor and staff mailing lists.

--. iHuman Youth Society is happy to provide brochures, pamphlets and other informational materials promoting and explaining our goals and accomplishments. Please let us know your needs in this area as soon as possible, so we can try to have sufficient quantities for your event.



Third-Party Fundraising Application Form

1. Name of Person/company organizing fundraiser: _____
2. Address: _____
3. Contact person: _____
4. Phone: Day ____/____/____ Evening ____/____/____
5. Email: _____
6. Alternate contact person:
Phone: Day ____/____/____ Evening ____/____/____ Email: _____
7. Please give a brief description of the event:

8. Date and time of event: _____
9. Location of event: _____
10. Please list all parties involved with the event (individuals, organizations, media, etc.)

11. Describe how the event will be publicized:

12. Estimated number of attendees/participants: _____
13. How will the revenue be generated? _____
14. Please attach a proposed budget for your event. Be as specific as possible.

15. What percentage of your estimated net proceeds will be contributed to iHuman Youth Society? _____% If less than 100%, what other organization(s) will share in the net proceeds?

16. Why did you choose iHuman Youth Society as your event beneficiary?

17. Please describe what assistance, if any, you are requesting from iHuman Youth Society staff and/or volunteers:

18. How would you like to be recognized?

16. Please include any other pertinent information

Date & Signature of Third-Party Fundraiser

(By signing, I agree to comply with iHuman Youth Society's third-party fundraising policy and procedures)

iHuman Youth Society's Use Only

Name of Person/Group sponsoring fundraiser:

Date application received: _____

Approved _____ Declined _____

Comment(s) _____

Signature: _____

Amount received: \$ _____ Date Received _____

Charitable Tax Receipt Sent: Yes No