

THIRD PARTY EVENT AGREEMENT FORM



PLEASE REVIEW THE YOUTH WITHOUT SHELTER “FUNDRAISING TOOLKIT” PRIOR TO COMPLETING THE THIRD PARTY EVENT AGREEMENT FORM.

A. CONTACT INFORMATION

1. Individual Name: _____
2. Organization/Business Name: (if applicable): _____
3. Address: _____
4. City: _____ 5. Postal Code _____
6. Phone #: _____
7. E-mail: _____
8. Social Media (if applicable)
Facebook Event Page: _____
Twitter Username: _____ Instagram Username: _____
9. Why did you decide to support Youth Without Shelter?

B. EVENT INFORMATION

10. Event Name: _____
11. Event Date: _____ Event Time: _____ to _____
12. Event Location: _____
13. Event Description: _____



Tel: 416.748.0110 Fax: 416.748.2169 6 Warrendale Court, Toronto, ON M9V 1P9

communications@yws.on.ca www.yws.on.ca Charitable Registration No. 119307817 RR0001



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C. FINANCIAL INFORMATION

14. Fundraising Goal : _____

15. How are you planning on fundraising for YWS?

16. Do you require tax receipts? Yes _____ No _____

All tax receipting must be discussed with Youth Without Shelter prior to the event. Tax receipting will be completed in adherence with the regulations of the Canada Revenue Agency and the policies and procedures of Youth Without Shelter.

D. PROMOTION

17. How are you planning to promote your event?

18. Are you planning to use the Youth Without Shelter logo for promotion?

Yes No

19. Would you like to be listed under the Youth Without Shelter "Events" listing?

Yes No

20. Please check off which of the following promotional materials are required from YWS:

Brochures (#)_____ Newsletters (#)_____ Fact Sheets (#)_____

Impact Reports (#)_____ YWS Videos (#)_____

YWS Representative (If yes, please specify role of YWS rep): _____

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E. TERMS AND CONDITIONS

- I agree Youth Without Shelter's name and logo are important symbols which should not be misrepresented in the community. Prior to publicizing or holding the event Youth Without Shelter must approve the use of their name and logo.
- Youth Without Shelter assumes no legal responsibility or financial liability associated with this event.
- Youth Without Shelter cannot be held liable for any risk or injury, or other damages in conjunction with this event.
- Tax receipts will be issued in accordance to Canada Revenue Agency guidelines.
- Proceeds from this event will be directed to Youth Without Shelter within 60 days of this event.
- If the event is cancelled, YWS must be notified within five business days.
- Youth Without Shelter reserves the right at any time to withdraw its support of the event and the use of the YWS name and logo should the event undermine Youth Without Shelter's mission, values and established policies.

By signing below I verify that all information on the Third Party Event Agreement Form is accurate and I agree to the terms and conditions as outlined above:

Name: _____ Date: _____

Signature: _____

Please submit the completed Third Party Planning Form with any attachments:

- **By mail:** Youth Without Shelter
Attention: Development Specialist
6 Warrendale Court, Etobicoke ON M9V 1P9
- **By fax:** 416.748.2169
Attention: Development Specialist
- **By e-mail:** developmentcoord@yws.on.ca

For questions or further inquiries, please contact YWS Development Specialist at 416.748.0110 ext. 37.

Thank you for helping us *end homelessness, one youth at a time, one step at a time*



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