

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)
 - a. Facebook Event Page: _____
 - b. Twitter Username: _____
 - c. Instagram Username: _____
9. Why did you decide to support Youth Without Shelter?

B. EVENT INFORMATION

1. Event Name: _____
2. Event Date: _____
3. Event Time: _____ to _____
4. Event Location: _____
5. Event Description

C. FINANCIAL INFORMATION

1. Fundraising Goal: _____
2. How are you planning on fundraising for YWS?

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

All Tax receipts 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.



Tel: 416-748-0110 Fax: 416-748-2169 6 Warrendale Court, Etobicoke ON M9V 1P9

communications@yws.on.ca www.yws.on.ca

Charitable Registration No. 119307817 RR0001



D. PROMOTION

1. How are you planning on promoting the event?

2. Are you using the Youth Without Shelter logo for promotion?

Yes _____ No _____

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

4. Yes _____ No _____

5. Please check off which of the following promotional materials are required from Youth Without Shelter:

Brochures (#) _____

Newsletters _____

Fact Sheets _____

Impact Reports _____

YWS video _____

YWS representative (if yes, please specify which role of YWS)

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 the 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 5 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.



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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 Event Agreement Form with any attachments:

By mail:

Youth Without Shelter
Attn: Development Specialist
6 Warrendale Court
Etobicoke, ON
M9V 1P9

By fax:

416-748-2169

Attn: Community Engagement & Educational Outreach Facilitator

By email:

Education@yws.on.ca

For questions or further inquiries, please contact YWS Community Engagement and Educational Outreach Facilitator at 416.748.0110 ext. 62

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



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