



Agape House Third Party Event Fundraising Guidelines and Application

Agape House wants your fundraising activity to be successful, and we can assist you by:

- **Providing a letter of authorization to validate the authenticity of your event**
 - **Ensuring your contribution is designated to the area of your choice**
 - **Supplying tax receipts to your donors who make cheques payable to Agape House**
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Guidelines for Applicants

- A Third Party Application form must be completed and submitted to the administration no less than one week prior to the proposed fundraising activity. Approval will be granted on a per event/promotion basis. Applicants must reapply annually (if applicable).
 - We reserve the right to deny any application for fundraising that is not in line with the mission of Agape House, or that does not support a positive image of Agape House
 - Permission must be given for use of our name, logo and other corporate identity elements in conjunction with your event or promotion of the event. All publicity must be approved prior to distribution. Copies may be submitted to: Agape House THIRD PARTY EVENTS, P.O. Box 3130 Steinbach, R5G 1P5, or fax to 204-326-2359. Logo files will be supplied by email upon approval.
 - Publicity may not imply that any event is sponsored or co-sponsored by Agape House, or that we are involved in any way other than the beneficiary. The event name must be followed by "In support of" or "Proceeds to" followed by the Agape House logo or Agape House capital campaign logo.
 - The public should be informed of how Agape House will benefit from the event or promotion. If we will only receive a portion or percentage of the proceeds, the exact percentage must be clearly stated on all related publicity.
 - Agape House will be notified upon application if Agape House is not the sole beneficiary of the third party fundraising event.
 - Agape House is not liable for any injuries sustained by event volunteers or participants, and cannot assume any type of liability for third party fundraising events.
 - Agape House cannot provide volunteers for your event. For more information please contact our administration office at 204-326-6062
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See Application, following two pages - thank you.



THIRD PARTY FUNDRAISING EVENT APPLICATION

Please print clearly - thank you

Part One: Contact Information

Organization:	
Contact Person:	Title:
Mailing Address:	City/Province:
Postal Code:	Telephone:
Fax:	Email:

I have read, understand and agree to abide by the preceding guidelines for special events and promotions to benefit Agape House.

Signature _____ Date _____

Part Two: Event Information

Description of event:
Name of Proposed Event:
Date/Time:
Location:

Please indicate the kind of support you would like from Agape House, if any:

Part Three: Financial Information

Please attach a copy of the event budget, if applicable
Estimated Income:
Estimated Expenses:
Estimated Donation:

Will charitable tax receipts be required to individuals? (circle response) Y/N

Will other charities benefit from the event? (circle response) Y/N

Please be advised that by publicly naming Agape House as the benefactor of your event or promotion, you are required to donate the proceeds to Agape House. Agape House is not responsible for any financial losses. We appreciate your support - together we can make a difference!

Please fax or email this application to:

Agape House-Eastman Crisis Centre, Inc.
Attention: Executive Director
ADDRESS: Box 3130, Steinbach, MB R5G 1P5
PHONE: 204-326-6062
FAX: 204-326-2359

OFFICE USE ONLY	
Approved	Not Approved
Comments:	
Authorized Signature	Date

PLEASE NOTE:

- Tax receipts cannot be issued to an organization for a collection of funds or for monies raised by employees through a casual day fundraiser: i.e., jeans day, bake sale, hot dog sale; etc. Donations made by individuals will be tax receipted to each individual providing their address is provided. Donations made by corporations will be issued if requested by the organization on official letterhead, and provided the donation does not represent collected funds.
- Goods and services not eligible for tax receipts include the purchase of items such as raffle tickets, admission tickets, greens fees, or donated services.
- In the event donation receipts are required for individuals participating in your event, please include Agape House's charitable tax receipt number on all publicity. **11917 2385 RR0001**