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charitable registration  
number:  
11890 0794 RR0001

### **Third Party Fundraiser Agreement and Application Form**

Epilepsy South Eastern Ontario (ESEO) thanks you for your interest in hosting an independent third-party fundraiser. Third party events are planned and conducted by an outside organization, business, or group of individuals, and all or a portion of the funds raised are donated to Epilepsy South Eastern Ontario.

One in 100 Canadians are effected by epilepsy and about 8 people per 1000 have epilepsy in South Eastern Ontario- the highest rate in Ontario. Events such as yours support our efforts to advocate for enhanced services for those living with epilepsy in our community.

The following includes an application form, policies and guidelines that will assist you with your fundraising efforts in support of Epilepsy South Eastern Ontario. Please read, complete, and submit online form.

### **Third Party Fundraiser Application Form**

Please click on the link to complete the Application Form <https://forms.office.com/r/fVhMdWsYvd>

### **Third Party Fundraiser Policies and Guidelines**

Epilepsy South Eastern Ontario (ESEO) is grateful to be the recipient of funds raised by your fundraising event. The organization, business or individual must understand and agree to be bound by the general policy set by the following as indicated by their signature on the Application and Agreement Form.

#### **Policies:**

#### **Approval and Compliance:**

Fundraising events must be perceived to be socially responsible and not contradictory to the mission and values of ESEO. The events must promote and maintain a positive presentation of ESEO and the use of the organization's name and/or logo must have prior approval from ESEO.

#### **Right of Refusal:**

ESEO reserves the right to refuse and relinquish involvement, and use of name and logo, in any fundraising proposal that doesn't abide by the policies and guidelines set out in this agreement.

**Guidelines:**

For approved third party fundraiser/events, the Third Party Event Organizer(s) and ESEO are required to adhere to the following guidelines:

**Financial, Insurance and Liability:**

ESEO will not underwrite or insure any third party fundraising events. The organization, business or individual coordinating and/or sponsoring the event will arrange for any necessary insurance and may be required to provide insurance certificates upon request by ESEO.

**Licenses and Fees:**

If any licenses or permits are required for the event, it will be applied for and obtained in the name of the organization, business or individual that's coordinating the event. ESEO will not provide or apply for licenses. ESEO cannot provide funding or cover cost incurred by the event.

**Fundraising Revenue Submission:**

It is agreed that all event proceeds being contributed to ESEO will be received within 30 days of the event. Cheques are to be made payable to Epilepsy South Eastern Ontario.

**Sponsorship:**

All sponsors participating in third party event must comply with ESEO's mission and guidelines of the Canada Revenue Agency. No person involved in a fundraising event on behalf of ESEO shall directly solicit funds through door-to-door canvassing, telemarketing or internet.

**Tax Receipts:**

ESEO will issue official tax receipts fulfilling all the of requirements of the Canada Revenue Agency.

**Material Approval:**

ESEO must approve all promotional materials, publicity, communication, press releases and letters to sponsors and individuals. This is to ensure that ESEO's name and logo are being used in accordance with our guidelines. Materials must state that the event is "in support of" ESEO and is not an official ESEO event.

**Photos/Videos:**

ESEO has full permission to use any photos or videos of a third party event that have be submitted to staff for any future recognition or promotional purposes including being displayed on ESEO website, Facebook page and/or promotional materials.

**Privacy:**

ESEO will protect your personal information and adhere to all legislative requirements with respect to your privacy.