

## **Community Forests International Third-Party Fundraising Terms of Agreement**

Thank you so much for your interest in hosting a fundraising event for Community Forests International! Your efforts will further our mission to protect and restore the climate by enabling communities and forests to thrive together.

These terms of agreement are designed to offer clarity in the process of creating your own fundraiser for Community Forests International.

### **Support Available for your Fundraiser:**

- Community Forests International can help make your fundraising event a success by providing materials in the form of brochures, email sign-up sheets and pledge forms. We are also happy to answer any questions you might have about putting on a successful event by phone or email. You can contact our Development Officer, Jamee MacNeil, at [natsuki@forestsinternational.org](mailto:natsuki@forestsinternational.org).
- Community Forests International permits the use of our logo on promotional posters and online event pages, with our explicit written permission.
- Depending on staff availability, we may be able to provide a speaker at your event.
- Depending on the nature and timeline of your event, we may be able to promote your event through our social media channels.

### **Support we are Unable to Provide:**

- Community Forests International staff are unable to assist in event planning, raffle or liquor license application, event space, or event, volunteer, or liability insurance for your fundraiser.
- Community Forests International cannot provide financial support of any kind for your fundraiser.
- We do not consent to the use of Community Forests International's logo on clothing, apparel, or packaging without explicit written permission from us.

### **Generally, the following events will not be approved:**

- Events/activities that encourage or involve behavior counter to Community Forests International's mission and/or values

- Events/activities that raise money on commission
- Events involving the promotion or support of a political party or candidate, or those which appear to endorse a political activity

### **Third Party Fundraiser Application & Approval**

- All third-party fundraising events and activities must be consistent with the mission and values of Community Forests International.
- All Third-Party Fundraising initiatives must be approved by Community Forests International at least 1-week prior to your event. Please contact our Development Officer at [jamee@forestsinternational.org](mailto:jamee@forestsinternational.org) to discuss your fundraising initiative.

### **Use of Community Forests International's Name & Logo for Promotional Purposes:**

- The use of Community Forests International's logo is only permitted with prior written approval.
- All promotional materials mentioning Community Forests International, including but not limited to advertising, letters, brochures, and flyers, must be approved by Community Forests International prior to distribution.
- All promotional materials must clearly state the percentage of proceeds that will be donated to Community Forests International.
- Upon request, Community Forests International can provide a letter of support to be used to validate the authenticity of the event and its organizers Third Party Event/ Activity Proceeds.
- Community Forests International is not financially liable for any expenses related to third party fundraisers.
- Third party organizers are required to handle all monetary transactions and to present proceeds to Community Forests International within 5 days of the completion of the fundraising event/activity.
- Third party organizers will keep a complete record of all funds collected and expenses related to the event/activity for submission to Community Forests International if requested.
- Only the final net proceeds will be processed by Community Forests International. Under no circumstances will third party revenue and expenses flow through Community Forests

International.

- Community Forests International issues official tax receipts in accordance with Canadian Revenue Agency rules and regulations. Please note that not all funds qualify for tax receipts.
- Community Forests International will only issue tax receipts for monetary donations of \$25 or greater made to the third-party fundraiser. All personal cash donations must be accompanied by a form with the following donor information: donor's name, address, phone number, email and donation amount. All donation cheques must be made payable directly to Community Forests International and also require the information listed above. Community Forests International will either mail or email receipts to qualified donors.
- Community Forests International will not provide individual tax receipts for event-based fundraisers.
- A receipt cannot be issued for a lottery ticket or raffle
- Receipts cannot be issued for gifts-in-kind where the gift is a service or donation of time.

### **Licenses and Insurance**

- Third party organizers are responsible for obtaining appropriate licenses to conduct their fundraising activity. Please note that Community Forests International will not act as an applicant or co-applicant for liquor and gaming licenses for third party events. It is the responsibility of the organizer(s) to fill out and submit all such applications. However, Community Forests International can provide a letter of acknowledgement for you to include with your application.
- Third party organizers are required to have suitable liability insurance for the event/activity. Community Forests International will accept no legal responsibility and cannot be held liable for any damage, risk, injury or otherwise, in conjunction with the fundraising event.
- Event participants and organizers attending a fundraiser without the appropriate insurance are attending at their own discretion.
- Community Forests International reserves the right to withdraw support at any time from any third-party fundraising event/ activity which does not abide by the policies, criteria and guidelines set out in this agreement.