

Third-Party Fundraising Agreement

Fundraising is a great way to support Brigadoon Village and we are grateful for the support we receive from individuals and community organizations. By taking on a fundraiser, a third-party assumes the responsibility of creating a successful event with limited assistance from Brigadoon. We can help promote the event on our social media channels as well as provide a free online tool for you to collect donations with little administrative burden. Use your imagination to come up with your own unique fundraiser!

In interest of protecting Brigadoon's charitable status, it is mandatory for organizers to adhere to the following:

- The organizers must be in good standing with the community and align with the **mission** and **values** of Brigadoon.
- The nature of the event, and the way it is marketed, must be in **good taste** and must not negatively impact the reputation of Brigadoon.
- All media and public communication mentioning Brigadoon, our mission, work and logo **must** be approved by our Brigadoon Team.
- We and the organizers to **discuss in advance** of the event how proceeds will be forwarded to Brigadoon and how charitable receipts will be issued.
- All donations made to Brigadoon Village are **eligible of a tax receipt** if donor information is provided. This information must be made clear in promotion of the event. **Please note that any games of chance, silent auctions, etc. are not eligible for a tax receipt.**
- As recommended by fundraising guidelines, **no more than 25%** of gross revenue generated should be used to cover expenses.
- The organizer will try to submit all donations **within 2-3 weeks** of hosting a fundraiser. If all money has not been collected, the organizer will update Brigadoon monthly until funds are received and processed.
- If you aim to run an **annual** event, it will be approved each year.
- Brigadoon is **not financially liable** for any expenses related to third-party fundraisers. Only the final net proceeds will be processed by Brigadoon.

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CONTACT INFORMATION

Name of Organization/Individual:

Contact Name:

Mailing Address:

Telephone:

Email:

FUNDRAISER INFORMATION

Name of Fundraiser:

Date(s) of Fundraiser:

Location of Fundraiser:

Description of Fundraiser:

Fundraising Goal (\$):

Projected Date of Donation:

Will any other charities receive proceeds from your fundraiser? **YES** **NO**

**If yes, please provide their contact information:*

Is this a Private or Public event?" **PRIVATE** **PUBLIC**

MARKETING INFORMATION

How will you be advertising your fundraiser?

Will you require Brigadoon's logo? **YES** **NO**

**If yes, how do you plan to use the logo?*

AGREEMENT

1. I have read, understand, and agree to the Independent Community Fundraising guidelines outlined by Brigadoon.
2. I understand that Brigadoon will incur no legal or financial liability for this event.
3. I understand that Brigadoon reserves the right to refuse approval, endorsement and the use of its name and logo in any event that does not meet with its fundraising policies, charitable purpose and mission.

By completing this form, you have read and will adhere to Brigadoon's 3rd Party Fundraising Agreement.

Organizer signature:

Date [year/month/day]:

Print Name:

APPROVAL SIGNATURE

Please return the signed and completed form to Brigadoon by email to:

events@brigadoonvillage.org

Please allow 2-3 business days to receive approval

Mail: 5523A Young Street, Hydrostone, Halifax, NS B3K 1Z7