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Charitable Registration # 11930 5449 RR0001

yanacomoxvalley.com

Third Party Fundraising Application

Business or Organization Name _____

Main Contact Name _____

Phone Number _____ Cell: _____

Email Address _____

Mailing Address _____

Title of Event or Activity _____

Description _____

Location _____

Date and Time _____

How will you publicize (check all that apply)?

Posters _____ Newspaper _____ Web _____ Social Media _____ Radio _____ Other _____

By what means will you raise funds for YANA (check all that apply)?

Admission/Registration _____ Pledges _____ Donations _____ Gaming _____ Other _____

What is your fundraising goal? _____ Expected number of participants? _____

Which of the following would you like YANA to provide (check all that apply)?

Logo _____ Signage _____ Print Materials _____ Donation Can(s) _____ Other _____

I have read and understood the YANA Third Party Fundraising Guidelines and agree to comply.

Signature of Organizer _____ Date _____

FOR OFFICE USE ONLY

Date Funds Received _____ YANA Representative _____

Amount _____ Acknowledgement Sent _____

YANA Third Party Fundraising Guidelines

Thank you for considering YANA as a beneficiary of your fundraising activities. Third party fundraisers are very significant to fulfilling YANA's annual financial needs and therefore essential in supporting children and pregnant mothers who need to leave the Comox Valley for medical treatment.

Please review the following guidelines prior to submitting your application:

1. A Third Party Fundraising Application should be submitted 2 weeks prior to the proposed fundraising activity. Approval should be received before promoting or advertising commences.
2. Applications are required each year if your event is recurring.
3. Permission must be received from YANA to use our name and/or logo in conjunction with third party fundraising activities. YANA should approve all promotional material prior to distribution. We will provide our logo for approved promotional material if requested.
4. It should be clearly stated in promotional material that the fundraising activities are "In Support Of" or "Proceeds To" followed by "YANA" or the YANA logo. YANA is not to be named as a sponsor or co-sponsor of third party fundraising activities.
5. YANA encourages the organizer to issue press releases or to promote via social media in regards to their third party fundraising activities.
6. The organizer must obtain raffle/lottery and/or liquor licenses for third party fundraising activities. The organizer should take the necessary steps to comply with all applicable laws and regulations. YANA will not provide its licenses or permits for third party fundraising activities or be held liable if the organizer is found to be in violation of any laws or regulations.
7. The organizer is responsible for providing the staff and volunteer support that is required for the fundraising activities. YANA may be able to offer volunteer support and, if requested, we will do our best to provide a representative to attend the event.
8. Any requests made to third parties by the organizer for donations/prizes/sponsors should be made with the understanding that the organizer takes responsibility for the event and YANA is understood by these parties as the beneficiary of the event not the organizer of the event.
9. The organizer is responsible for thanking any other parties that contribute to this event as well as any volunteers at this event. YANA asks to be informed of these contributions/donations/volunteers so that they may thank contributors where appropriate or work with the organizer to do so.
10. YANA does not assume any liability for injuries, damage or theft sustained during third party fundraisers.
11. YANA provides charitable tax receipts in accordance with Canada Revenue Agency's tax receipting guidelines. Generally, organizers of third party fundraisers do not qualify for charitable tax receipts.
12. The organizer should deliver the proceeds from the third party fundraising activities within 30 days of the end of the fundraising activities.
13. YANA will ensure a representative is available if the organizer would like to have an official cheque presentation.
14. YANA reserves the right to obtain and use any photos or quotes from third party fundraising activities.
15. YANA reserves the right to deny any application for a fundraising activity that does not comply with our mandate or reflect positively on our organization.