

EAC Third-Party Fundraising Terms of Agreement

Thank you so much for your interest in hosting a fundraising event for the Ecology Action Centre. Action is our middle name and your support is central to our success!

The Ecology Action Centre is a member-based environmental charity based in Halifax, Nova Scotia. We take leadership on critical environmental issues, from biodiversity protection, to climate change, to environmental justice.

These terms of agreement are designed to offer clarity in the process of creating your own third-party fundraiser for the EAC.

Support Available for your Fundraiser:

EAC is happy to share brochures, magazines, communication and member sign-up sheets, and other promotional materials as available.

EAC is happy to answer any questions you might have about putting on a successful event by phone or email. You can contact our Volunteer Leadership Coordinator Brandy at Brandy.Rivers@ecologyaction.ca

The EAC is also happy to share resources, which as printing event posters or borrowing some of our event items (i.e. folding table, cash box, etc). In cases where items are borrowed, the EAC expects they will be returned in a timely manner. Failure to do so may result in paying EAC the cost of the missing item.

EAC permits the use of our logo on promotional posters and online event pages, with EAC's explicit written permission, pending approval of your event.

Depending on the nature of the event, the EAC may allow limited promotion on our newsletter and/or social media.

Depending on staff availability, we may be able to provide a speaker at your event.

What we cannot offer for support for fundraisers:

As a small, locally-run charity, we have limits to the ways in which we are able to offer support for your event.

EAC staff are unable to assist in event planning, raffle or liquor license application, event space, or event, volunteer, or liability insurance for your fundraiser.

EAC cannot provide financial support for event administration.

We do not consent to the use of EAC's logo on clothing, apparel, or packaging. Exceptions to this are solely given to our Sustainability Allies, with explicit permission from EAC.

Types of Fundraising Events

There are many things you can do to help support our work. Consider hosting one of the following events:

- Bake Sale
- Locally-sourced dinner party
- Bike-a-thon, Yoga-thon, walk-athon etc.
- Open Mic Night
- Lunch and Learn
- Letter-writing party
- Trivia Night
- Film Screening
- Silent Auction
- Benefit Concert
- Casual day at your office

Generally, the following events will not be approved:

- * Events/activities that encourage or involve behavior counter to EAC's mission and/or values
- * Events which rely heavily on the use of EAC staff and /or volunteers
- * Events which require EAC to sell tickets, coupons, etc.
- * Programs 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 EAC.

* A Third-Party Fundraising Application Form must be completed and submitted to EAC at least 14 days prior to your event. We will review your application and contact you within approximately 3 days.

Use of EAC's Name & Logo for Promotional Purposes

* The use of EAC's logo is only permitted with prior written approval

* All promotional materials mentioning EAC, including but not limited to advertising, letters, brochures, and flyers, must be approved by EAC prior to distribution

* All promotional materials must clearly state the percentage of proceeds that will be donated to EAC

* Upon request, EAC can provide a letter of support to be used to validate the authenticity of the event and its organizers

Third Party Event/ Activity Proceeds

* EAC 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 EAC 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 EAC if requested

* Under no circumstances will third party revenue and expenses flow through EAC. Only the final net proceeds will be processed by EAC

* EAC issues official tax receipts in accordance with Canadian Revenue Agency rules and regulations. Please note that not all funds qualify for tax receipts.

* EAC will only issue tax receipts for monetary donations (minimum of \$15) 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 (see One-Time Donation Form and Donation Tracking Sheet). All donation cheques must be made payable directly to Ecology Action Centre and also require the information listed above. EAC will either mail or email receipts to qualified donors.

* EAC will not provide individual tax receipts for event-based fundraisers (e.g., dinners, golf tournaments, ticket sales, attendance fee, etc.)

- * 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 (i.e., alcohol, raffles, 50/50 draw, etc.) Please note that EAC will not act as an applicant or co-applicant for liquor and gaming licenses for third party events. It is the responsibility of organizer(s) to fill out and submit all such applications. However, EAC can provide a letter of acknowledgement for you to include with your application.
- * In Nova Scotia, Liquor and Gaming Licenses are granted by the Service Nova Scotia and Municipal Relations-Alcohol, Gaming, Fuel and Tobacco Division. For more information, please contact 1-877-565-0556 or visit their website <https://novascotia.ca/sns/access/alcohol-gaming.asp>
- * Third party organizers are required to have suitable liability insurance for the event/activity. EAC will accept no legal responsibility and cannot be held liable for any damage, risk, injury or otherwise, in conjunction with the fundraising event. Activity.
- * Event participants and organizers attending a fundraiser without the appropriate insurance are attending at their own discretion.
- * EAC 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.