



WOODLAND
CULTURAL CENTRE

**SAVE
THE EVIDENCE**

**Save The Evidence Independent Fundraising Event
TERMS & CONDITIONS**

As an event organizer(s) hosting an independent fundraising event to benefit the *Save The Evidence* Fundraising Campaign, I agree to abide by the **Woodland Cultural Centre's mission, vision and values** and the rules and requirements outlined by the **Canada Revenue Agency**, the **Donor Bill of Rights**, and the following terms and conditions:

Financial and Insurance

Woodland Cultural Centre (herein after referred to as WCC) will not fund or reimburse for event expenses or be responsible for any financial losses or unsettled accounts should the event not succeed financially. WCC will not underwrite or insure any fundraising events.

Liability

Event organizer(s) will not hold the WCC accountable or responsible for any and all actions, causes of actions, claims, damages, losses, injuries, expenses, costs (including legal fees), charges and liabilities arising out of or in connection with the management and holding of a fundraising event on behalf of the *Save The Evidence* fundraising campaign.

Right of Refusal

WCC reserves the right to refuse or relinquish involvement in any fundraising event that does not meet with its approval without any liability or obligation.

Licenses and Fees

If licenses and/or permits are required for an event, the event organizer(s) is/are solely responsible for obtaining and paying for this documentation and must ensure they conform to all government regulations (federal, provincial and municipal). Please note that Special Occasions Permits (SOP) are required **only** for events where alcohol is being sold and/or served anywhere other than in a licensed establishment or a private place. If you are applying for a SOP, you must do so under your own name and may **NOT** use the WCC name or charitable registration number on your application. If your event falls into this category and you require further information, please visit <http://www.agco.on.ca/>.

Event Revenue Submissions

All proceeds from a *Save The Evidence* fundraising event must be submitted within 30 days of the event to the WCC, unless otherwise agreed to.

Event Cancellation Policy

Save The Evidence fundraising event organizer(s) must notify the WCC immediately if the event is cancelled or postponed.

Woodland Cultural Centre Logo

No promotional or wearable materials including collateral, advertisements, t-shirts, publicity and/or media communications bearing the WCC logo will be printed or displayed without the WCC's prior review and approval. Please note this may take up to 5 business days.

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Promotion

It is the responsibility of the event organizer(s) to promote their event. This includes writing and issuing media releases, requesting media (e.g. journalists or television cameras) to attend an event, booking advertising space in publications/online or distributing flyers. The WCC will assist with promotion as best they can, including promotion on website and social media pages.

Lottery Schemes (Including Raffles)

According to the Alcohol and Gaming Commission of Ontario, lottery schemes may be defined as any scheme which has the following three components: a prize; payment of a fee; and a chance to win. Typically, these may include bingos, raffles, games of chance, 50/50 draws, break open tickets and social gaming events held by charitable or religious organizations. In order to conduct a lottery scheme, a lottery license is required. Currently the WCC does not support lottery schemes or lend its name to lottery licenses run by independent event organizers as it poses a threat to the WCC's charitable status.

Sponsorship

Any sponsors participating in a *Save The Evidence* fundraising event must comply with WCC's mission, vision and values and business practices. WCC will not support events related to mining, cigarettes or alcohol. The WCC will not solicit or approach donors, sponsors, supporters or corporations on behalf of the event organizer(s), nor will WCC provide contact or e-mail lists. The WCC reserves the right to refuse approval of sponsors.

Tax Receipting

WCC is a registered charity and therefore is eligible to issue tax receipts. The following rules and regulations have been developed by the Canada Revenue Agency and as a registered charity WCC must abide by these rules in order to maintain our charitable status. The WCC *can* issue income tax receipts under the following conditions:

Pledges and Donations:

- Tax receipts can be issued to event participants and donors following the event, if the WCC is provided with a list of names and addresses (including postal code) of the individuals to be receipted, as well as the amounts (\$30.00 and above). In addition, the total funds donated must equal or be in excess of the amount to be receipted.

Tickets and Registration Fees:

- If planning an event where tickets/registration fees will be sold/issued (e.g. gala or dinner/dance), contact your local community office prior to setting your ticket price to ensure all Canada Revenue Agency guidelines are met. Please note the value of the tax receipt to be issued will be determined after the event. The receipt value depends on factors such as ticket price, meals, complimentary items or giveaways and door prizes.



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The WCC *cannot* issue tax receipts for:

- Cash sponsors of a *Save The Evidence* fundraising event, however WCC can provide a Letter of Acknowledgement that states the event took place on a certain date and raised a certain dollar amount for the *Save The Evidence* Fundraising Campaign.
- In-kind sponsors who donate products (e.g. food or items for a silent auction) and receive promotional benefits. Please note that if no promotional benefits of any kind are given, they may be entitled to a Letter of Acknowledgement.
- Donated services such as hiring someone/thing for an event (e.g. tent set-up or entertainment).
- Product sales (e.g. t-shirts)

For additional receipting information on tax receipting guidelines, please visit the Canada Revenue Agency website at www.cra-arc.gc.ca.

Photos/Video

The WCC has permission to use any photographs or video of a *Save The Evidence* fundraising event that are submitted by the event organizer or taken by a WCC representative for recognition or promotional purposes in any media and territory in perpetuity.

Representation Requests

While the WCC will try to accommodate requests for a WCC representative or speaker to attend an event or cheque presentation, the WCC cannot guarantee availability.

Privacy Policy

The WCC is committed to the privacy of personal information and acts in accordance with the applicable data protection laws and the principles of privacy found in the **CSA Model Code for the Protection of Personal Privacy (CAN/CSA-Q830)**. All donor, volunteer and participant personal information is and remains the property of WCC and shall be collected and used in accordance with **our privacy policy**. It is the responsibility of the event organizer(s) to inform their event donors of this policy.