

THIRD-PARTY FUNDRAISING APPLICATION

The Bridge Youth & Family Services Society



WELCOME AND THANK YOU.

By putting on a fundraiser for The Bridge Youth & Family Services - whatever the size or scope - you will help transform the lives of people in our community.

Why support The Bridge?

By inviting your friends, family, coworkers and neighbours into the story, you will help further our mission to inspire healthy communities and resilient people. Together, we will strengthen communities, families and people.

How will the funds be used?

You can determine what programs or areas of need your fundraiser will support – or you can leave it open so that we may designate the funds to our current priority projects. Currently, our primary fundraising campaign is for the Phase II Okanagan Youth Recovery House. This \$10 million campaign will build a home away from home where youth can focus on self improvement by way of building connections.

Some other programs and areas of need are listed below:

1. Greatest Need
2. Etcetera Youth Group
3. Beyond the Blues Postpartum Support Group

**WE LOOK
FORWARD TO
WORKING WITH YOU!**

HOW THIRD-PARTY FUNDRAISING WORKS

At The Bridge, Third Party Fundraising is a fundraiser organized and promoted by an external individual, group or company. The organizers act independently, but with The Bridge's knowledge and approval, and in some cases, direct support. Third-party fundraisers are an essential resource for helping raise funds and awareness that help us carry out our work in the community.

1. Come up with your idea. This is the fun part - how do you want to raise money for The Bridge?
2. Fill out and submit the application form. Our team will get back to you within to chat about your fundraiser.
3. Have your fundraisers Have fun, take pics, and share online - show the community how much you care by using the power of social media.
4. Report back - tell us how much you raised for The Bridge and be sure to drop off the funds.

WE ASK THAT ALL FUNDRAISERS BEING HELD TO SUPPORT THE BRIDGE ALIGN WITH OUR MISSION, VISION, VALUES.

If you have any questions, please contact:

Kelly Paley, Director of Community Engagement
P: 250 763 0456 ext. 2224
E: kelly.paley@thebridgeservices.ca
#8 - 2604 Enterprise Way
Kelowna, BC V1X 7Y5

A FEW IDEAS:

AUCTION
DINNER PARTY
BATTLE OF THE BANDS
DONATIONS IN LIEU OF GIFTS
BENEFIT DINNER
FACE PAINTING
GARAGE SALE
BOOK SALE
GRAND OPENING
CAR WASH
% OF SALES

BBQ
PET WASH
CARNIVAL/FESTIVAL
ROUNDUP @ CASHIER
SPECIAL PRODUCT
CONCERT/PLAY
RAFFLE
CONCESSION STAND
YARD SALE
CRAFT SALE
SCAVENGER HUNT

THIRD-PARTY FUNDRAISING APPLICATION FORM

Thank you for your interest in supporting The Bridge Youth & Family Services. If you, or your organization, wish to host a special fundraiser or program to benefit The Bridge, we request you complete this application and submit it for approval. Once the fundraiser has been officially approved, a signed copy of the attached agreement form will be returned to you. If you have any questions concerning this application or the agreement, please contact the Director of Community Engagement at kelly.paley@thebridgeservices.ca or 250-763-0456 ext 2224.

NOTE: Application must be approved by The Bridge prior to publicizing or holding a fundraiser.

Contact Information:

Name of organizer or organization planning the fundraiser:

Please select the category that best describes you:

☐ Business ☐ Individual ☐ School ☐ Community ☐ Service Club ☐ Other: -----

Individual Contact name:

Mailing address:

City: ----- Postal code: -----

Phone (business): ----- Phone (home/cell): -----

Email: -----

THIRD-PARTY FUNDRAISING APPLICATION FORM

Fundraiser Information:

Name of Event or Program: _____

Type of Fundraiser: ☐ One-Time ☐ Annual ☐ Ongoing

Date of Fundraiser: _____

Location of Fundraiser: _____

Target Market: ☐ Family/Friends ☐ Members ☐ Customers ☐ General Public

Fundraiser Details:

Briefly describe the event or program and how the funds will be raised.

THIRD-PARTY FUNDRAISING APPLICATION FORM

Support Provided by The Bridge:

Please indicate if you require any of the following promotional tools from The Bridge.

- ☐ Banner (pop-up stand)
- ☐ Representation or a speaker at the fundraiser
- ☐ Social media promotion
- ☐ Press Release (assist)
- ☐ Other: _____

- ☐ Please indicate if you would like to request volunteer support from The Bridge.

If yes, please describe: _____

Please provide a short promotional description - including contact details, fundraiser location, dates, and times. For us to fulfill your request for support, a minimum of two weeks' notice prior to the start of your fundraiser/campaign is recommended.

Public Relations Information:

Briefly describe the proposed publicity plan for the fundraiser/program.

Does your organization plan on using the name of The Bridge or its programs in your printed materials and in your publicity? ☐ Yes ☐ No

Please note: All materials featuring the name of The Bridge or its programs must be approved before publication.

THIRD-PARTY FUNDRAISING POLICIES

Third-party Fundraisers are a very important component of the fundraising activities of The Bridge Youth & Family Services. Beyond the funds raised, these fundraisers create awareness about The Bridge and bring new support to the organization.

To ensure third-party fundraisers have a positive impact on The Bridge's public image, the following policies need to be followed:

1. Unauthorized use of The Bridge Youth & Family Service name, logo or program names is prohibited.
2. Official tax receipts will only be used in accordance with the Canada Revenue Agency guidelines. The final decision to issue official tax receipts rests with The Bridge.
3. Fundraiser expenses may not be paid from tax-receiptable donations. All donations requiring a tax receipt must be received in full by The Bridge.
4. Whenever possible, The Bridge would appreciate written information or photographs which may be included in our publications.
5. The Bridge does not approve the following types of fundraising:
 - a. Programs that involve a professional fundraiser, telemarketing and/or an agreement to raise funds on a commission, bonus or percentage basis (except for cause-related marketing programs developed with corporate partners).
 - b. Fundraisers that promote the use of tobacco or vaping products.
 - c. Vending machine sales.
 - d. Soliciting funds door-to-door, through telemarketing, or through internet methods that have not been approved by The Bridge. .
6. Representatives from The Bridge will receive complimentary tickets or admission when invited to attend and/or speak at a third-party fundraiser.
7. Terms and conditions with respect to insurance coverage: e. The Bridge special/sporting event insurance policy does not extend to third-party fundraisers. Third-party fundraiser organizers are required to arrange for appropriate insurance coverage for the fundraiser. By accepting the terms and conditions set forth in this application, the fundraiser organizer(s) clearly understand that they are accepting responsibility for claims that may arise because of the fundraiser.

THIRD-PARTY FUNDRAISING AGREEMENT

AGREEMENT for Special Fundraisers or Programs benefiting The Bridge Youth & Family Services, The ORGANIZER/ORGANIZATION, agrees to organize and implement a special fundraiser/ program, to benefit The Bridge Youth & Family Services.

- The ORGANIZER agrees to use only the authorized name of The Bridge and its programs in any media and printed materials related to the fundraiser (if name is to be used).
- No cost or liability associated with this fundraiser shall be incurred by The Bridge.
- The Bridge agrees to provide the ORGANIZER with the appropriate recognition.
- The ORGANIZER agrees to handle any monetary transactions and to present the proceeds to The Bridge within 30 days following the fundraiser.
- The ORGANIZAER will notify The Bridge if no funds were raised via the fundraiser.
- The ORGANIZER will not publicly announce final fundraising totals until funds have been received by The Bridge.
- The ORGANIZER will provide staffing and volunteers for the special fundraiser, unless other arrangements have been agreed to.
- The ORGANIZER agrees to use its own mailing list for the special fundraiser.
- The ORGANIZER will notify The Bridge of potential sponsors prior to solicitation.
- The ORGANIZER will obtain all necessary permits, licenses or insurance.
- The ORGANIZER agrees to follow The Bridge's receipting policies that adhere to the Canada Revenue Agency guidelines.
- The Bridge reserves at any time the right to withdraw the use of its name.
- If the fundraiser is cancelled, the ORGANIZER will notify The Bridge immediately.

I have read and will adhere to The Bridge Third-Party Fundraising Policies and Agreement.

Signed (Organizer): _____ Date: _____

Signed (The Bridge): _____ Date: _____

Please return the completed form to: The Bridge, #8 - 2604 Enterprise Way, Kelowna, BC V1X 7Y5
Email: kelly.paley@thebridgeservices.ca.

Privacy Statement: The Bridge is committed to protecting the privacy of personal information in our possession; the information collected on this form will be used by The Bridge staff strictly to contact you about this fundraiser. If you have any questions about our privacy statement, please contact us at kelly.paley@thebridgeservices.ca or 250-763-0456 ext 2224.