



# Third Party Event Proposal Form

We are delighted that you have selected The Friends of Algonquin Park (FOAP) to benefit from your fundraising event! With your help we are able to enhance the educational and interpretive programs in Algonquin Park.

*\*Important Note: The Friends of Algonquin Park must approve this proposal form prior to holding or publicizing your event.*

**Please complete the Event Proposal Form and return to:**

The Friends of Algonquin Park  
Attn: Stacey Finch, Fundraising Coordinator

**Mail to:**

Box 248  
Whitney, Ontario K0J 2M0

**Fax:** 613-637-2138

**E-mail:** [donations@algonquinpark.on.ca](mailto:donations@algonquinpark.on.ca)

*\*\*Please allow at least 5 - 10 business days for final approval of your proposal\*\**

# EVENT PROPOSAL FORM

*The Friends of Algonquin Park is accountable to the public for all fundraising activities using the FOAP name. Since The Friends of Algonquin Park is a registered trademark, the Fundraising Coordinator together with the General Manager needs to approve all uses of FOAP name and logo. Please have all of your materials approved before they are printed. The following information must be provided to the Fundraising Coordinator for review and approval before you proceed with your event plans.*

## REQUIRED INFORMATION

Date Submitted: \_\_\_\_\_

Organization/Sponsoring Agency: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date \_\_\_\_\_

## EVENT DETAILS

- Please provide a brief description of the event and how the event will raise funds/awareness: (pledges, ticket sales, product sales, sponsorship, auctions, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- How are you promoting the event/activity (posters, newsletter, radio, print, TV):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Which other organizations will also benefit from this event/fundraiser (if any):

\_\_\_\_\_  
\_\_\_\_\_

· Is your organization a registered charity in its own right? If so, what is your charitable registration number?

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· Will the event be open to the public?

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· Will you require a FOAP representative to assist at your event?

YES\_\_\_\_\_ NO\_\_\_\_\_

· Will you require Tax Receipts?

YES\_\_\_\_\_ NO\_\_\_\_\_

***PLEASE NOTE: It will be necessary to discuss receipting issues with The Friends of Algonquin Park in order to determine whether issuing a tax receipt is possible under Canada Revenue Agency regulations.***

## EXPECTATIONS FROM THE FRIENDS OF ALGONQUIN PARK

*The Friends of Algonquin Park is pleased to make the following promotional materials available to you. Please specify the quantity of each you will need for your event.*

Newsletter: \_\_\_\_\_ Brochures: \_\_\_\_\_ Logos: \_\_\_\_\_

Additional requirements, comments or suggestions:

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### What The Friends of Algonquin Park can do for you:

- Offer advice and expertise on the planning of your event.
- Advertise your event (where applicable.)
- Provide a FOAP representative (Staff Member, Ambassador or Volunteer) to attend your event, depending on location and advance notice.
- Acknowledge your direct contributions to The Friends of Algonquin Park.
- Approve the use of the FOAP logo. ***(Please note you must complete and return the event proposal form and Terms of Conditions in order to use the FOAP logo.)***
- Provide a letter of support from The Friends of Algonquin Park to validate the authenticity of the event.
- We will issue official tax receipts (according to Canada Revenue Agency regulations).
- We will issue thank you letters to you and as requested to your supporters.

### What The Friends of Algonquin Park cannot do for you:

*We state this information in advance so that there are no disappointments or misunderstandings with regards to our ability to participate with you and support your fundraising event.*

- Guarantee staff or volunteer support the day of your event, although we will do our best to accommodate all requests.
- Promote your event anywhere, the FOAP will only post your event where we deem applicable.
- Share access to donor contact information.
- Fund or reimburse any expenses incurred throughout the planning and execution of the event.
- Guarantee attendance.
- Solicit sponsorship revenue.

# TERMS AND CONDITIONS

Please read the following guidelines carefully and sign below:

This is a third party fundraiser letter of agreement between The Friends of Algonquin Park (FOAP) and

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1. The Friends of Algonquin Park will not pay any expenses incurred by the Third Party Special Event held by

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2. The Friends of Algonquin Park reserves the right to cancel this agreement at any time should the activities of \_\_\_\_\_, in the view of The Friends of Algonquin Park undermine our mandate.

3. Any questions about tax receipting guidelines will be directed to The Friends of Algonquin Park.

4. Net funds raised from the third party event must be submitted to The Friends of Algonquin Park no later than 30 days after the event.

5. Third party event organizers must take the proper precautions with regards to insurance and coverage. The Friends of Algonquin Park will not be responsible for any damages or injuries as a result of the third party event.

6. The Friends of Algonquin Park is not responsible for any financial loss and may withdraw support of the third party event should any activity be discovered that undermines The Friends of Algonquin Park.

· This includes the approved use of the FOAP logo. (Use of the logo must be approved beforehand.)

7. I have read and understand the above terms and conditions.

Name of third party contact: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Event: \_\_\_\_\_

**For use by The Friends of Algonquin Park:**

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_