

Third Party Fundraising on Behalf of Wing Kei Care Centres

Wing Kei Care Centres are grateful for the willingness of many organizations, businesses and/or individuals who are interested in initiating a third party event in support of our mission and vision to serve seniors in Calgary.

What is a Third Party Activity?

Third party activities are events brought forward by party external to the Wing Kei Care Centres. Such activities are designed, managed and financially resourced by the external participants who wish to raise money to support our mission.

Third Party Activity Guidelines

- The third party must comply with all guidelines, complete all required fields in the application and sign the attached agreement.
- Wing Kei will not enter into any agreements which may pose a conflict of interest. If at any time the donor or the organization organizing and its activities may compromise the public trust or the reputation of Wing Kei, Wing Kei with the approval of the board of trustees has the right to remove the name or return the gift.
- Wing Kei will do its best to review and provide a decision on all requests in a timely manner.

EVENT APPLICATION**CONTACT INFORMATION**

Date: _____

Name of Organization, Business or Individual: _____

Contact Person: _____

Mailing Address: _____

Phone Number: () _____

Email: _____

GENERAL

Why are you interested in supporting Wing Kei?

How did you hear about Wing Kei?

EVENT DETAILS

What type of activity or event are you interested in organizing?

Proposed Date of Event: _____

Proposed Location of Event: _____

Please briefly describe your event: _____

Please briefly describe your event timeline: _____

What types of promotional materials are you planning to use?

Please briefly describe how you will use these promotional materials to promote your event?

How and where would you like to have Wing Kei's involvement?

What types of support would you like from Wing Kei?

If you will be donating a portion of the net proceeds from your event to Wing Kei, please specify the percentage or dollar amount below.

% of proceeds: _____ or Dollar amount of proceeds: _____

Signature (Third Party Representative)

Printed Name (Third Party Representative)

Business or Organization (if applicable)

Date

Third Party Fundraising Agreement

For those who wish to assist the Wing Kei Care Centres (henceforth known as Wing Kei) by organizing a fundraising event with net proceeds or a portion thereof donated to Wing Kei, we ask that you review the following guidelines.

1. Bank accounts shall not be opened using Wing Kei's name.
2. Due to limited personnel resources, Wing Kei is unable to provide staff to support third party events.
3. The third party and Wing Kei will develop a budget for the event and all parties must abide to the agreed amount.
4. The third party agrees to provide an event plan and details on the budget, if requested.
5. Prior approval is required if Wing Kei's logo is to be used on any mailing, advertising or for the media.
6. Wing Kei will not enter into any agreements which may pose a conflict of interest. If at any time the donor or the organization organizing and its activities may compromise the public trust or the reputation of Wing Kei, Wing Kei with the approval of the board of trustees has the right to remove the name or return the gift.
7. All fundraising will be organized for the benefit of Wing Kei. Any changes are to be approved by the Wing Kei prior to the event.
8. Wing Kei will not release the names of any staff, volunteers, residents or donors.
9. Wing Kei encourages events which are consistent with our mission and vision.
10. Third parties who wish to donate a portion of their net proceeds rather than a full amount must state the percentage or dollar amount clearly on the application.
11. Wing Kei shall not incur any costs associated with the event organization unless agreed upon in writing.
12. Third party is responsible for obtaining any insurance and licenses/permits that are required for the event.
13. Wing Kei agrees to provide the third party with the appropriate recognition commensurate.
14. The third party will submit a one-page summary report and submission of the donation within 30 days of the event.
15. Wing Kei will not assume any legal or financial liability of the event.
16. Wing Kei takes no responsibility for the success or failure of an event, damages or injuries. All damages, expenses, and financial losses are the responsibility of the third party.

By signing below I acknowledge, agree and will abide by the guidelines listed above.

Signature (Third Party Representative)

Signature (Wing Kei Representative)

Printed Name (Third Party Representative)

Printed Name (Wing Kei Representative)

Business or Organization (if applicable)

Date

Date