



**Canadian Mental  
Health Association**  
York and South Simcoe  
*Mental health for all*

### Third Party Fundraising Application

**Contact Information**

Business/Organization/Individual Name \_\_\_\_\_

Main Contact Name \_\_\_\_\_

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

E-mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

**Fundraising Details**

Title of Event or Activity \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

Location \_\_\_\_\_

Date and Time \_\_\_\_\_

**How will you publicize (check all that apply)?**

Posters \_\_\_ Newspaper \_\_\_ Web \_\_\_ Facebook \_\_\_ Radio \_\_\_ Other \_\_\_\_\_

**By what means will you raise funds for CMHA YORK REGION & SOUTH SIMCOE (check all that apply)?**

Admission Sales \_\_\_ Registration \_\_\_ Pledges \_\_\_ Gaming \_\_\_ Donations \_\_\_ Auction \_\_\_

Merchandise Sales \_\_\_ Other (please explain) \_\_\_\_\_

What is your fundraising goal? \_\_\_\_\_ Expected number of participants? \_\_\_\_\_

Do you require the CMHA YORK REGION & SOUTH SIMCOE logo to promote your fundraiser? \_\_\_\_\_

Please indicate which of the following you would like CMHA YORK REGION & SOUTH SIMCOE to provide (check all that apply).

Signage \_\_\_ Print Materials \_\_\_ Donation Can(s) \_\_\_ Other \_\_\_\_\_

*Please review and sign our third party fundraising guidelines (below).*

FOR OFFICE USE:

Date Funds Received: \_\_\_\_\_ Amount: \_\_\_\_\_ Acknowledgement Sent \_\_\_\_\_

Thank you for considering **CMHA YORK REGION & SOUTH SIMCOE** as a beneficiary of your fundraising activities. Third party fundraisers are very significant to supporting CMHA YORK REGION & SOUTH SIMCOE's community efforts.

Please review the following guidelines prior to submitting your application:

- ❖ A Third Party Fundraising Application should be submitted 2 weeks prior to the proposed fundraising activity. Approval should be received before promoting or advertising commences.
- ❖ Applications are required each year if your event is recurring.
- ❖ Permission must be received from CMHA YORK REGION & SOUTH SIMCOE to use our name and/or logo in conjunction with third party fundraising activities. CMHA YORK REGION & SOUTH SIMCOE should approve all promotional material prior to distribution. We will provide our logo for approved promotional material if requested.
- ❖ It should be clearly stated in promotional material that the fundraising activities are "In Support Of" or "Proceeds To" followed by "CMHA YORK REGION & SOUTH SIMCOE" or the CMHA YORK REGION & SOUTH SIMCOE logo. CMHA YORK REGION & SOUTH SIMCOE is not to be named as a sponsor or co-sponsor of third party fundraising activities.
- ❖ CMHA YORK REGION & SOUTH SIMCOE encourages the organizer to issue press releases or to promote via social media in regards to their third party fundraising activities.
- ❖ The organizer must obtain raffle/lottery and/or liquor licenses for third party fundraising activities. The organizer should take the necessary steps to comply with all applicable laws and regulations. CMHA YORK REGION & SOUTH SIMCOE will not provide its licenses or permits for third party fundraising activities or be held liable if the organizer is found to be in violation of any laws or regulations.
- ❖ The organizer is responsible for providing the staff and volunteer support that is required for the fundraising activities. CMHA YORK REGION & SOUTH SIMCOE may be able to offer volunteer support and, if requested, we will do our best to provide a representative to attend the event.
- ❖ CMHA YORK REGION & SOUTH SIMCOE does not assume any liability for injuries, damage or theft sustained during third party fundraisers.
- ❖ CMHA YORK REGION & SOUTH SIMCOE provides charitable tax receipts in accordance with Canada Revenue Agency's tax receipting guidelines. Generally, organizers of third party fundraisers do not qualify for charitable tax receipts.
- ❖ The organizer should deliver the proceeds from the third party fundraising activities within 30 days of the end of the fundraising activities. To Ellen Reeves at CMHA York Region South Simcoe –Aurora branch
- ❖ CMHA YORK REGION & SOUTH SIMCOE will ensure a representative is available if the organizer would like to have an official cheque presentation.
- ❖ CMHA YORK REGION & SOUTH SIMCOE reserves the right to deny any application for a fundraising activity that does not comply with our mandate or reflect positively on our organization.
- ❖ CMHA YORK REGION & SOUTH SIMCOE reserves the right to obtain and use any photos or quotes from third party fundraising activities.

I have read CMHA YORK REGION & SOUTH SIMCOE's Third Party Fundraising Guidelines and agree to comply with them. Signature of Organizer: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved by CMHA YORK REGION & SOUTH SIMCOE  
Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and mail or email to:

**CMHA York Region and South Simcoe**

Att: Heather Croft

1101 Nicholson Rd, Unit 5

Newmarket ON, L3Y 9C3

[hCroft@cmha-yr.on.ca](mailto:hCroft@cmha-yr.on.ca)

905/841/3977 ext 2224